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UNITED STATES DEPARTMENT OF AGRICULTURE  
SOIL CONSERVATION SERVICE  
WASHINGTON 25, D. C.

February 25, 1954

STATE CONSERVATIONISTS  
TERRITORIAL CONSERVATIONISTS  
OFFICIALS IN CHARGE, INTERIM REGIONAL OFFICES  
FIELD CARTOGRAPHIC OFFICES

Attached are revisions of the Procurement and General Services and the Records Management and Communications portions of the Administrative Services Division Handbook.

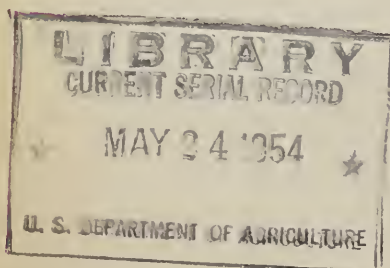
These are being forwarded for your advance information and review and in order that they may be discussed at the forthcoming Administrative Officers' meeting scheduled for March 15, 1954.

The portion of the Records Management Handbook covers the responsibilities in Records activities at the National and State level. The other two portions covering disposal schedules and communications will be forwarded at a later date.

The Procurement and General Services portion of the Handbook covers the delegation of certain procurement authority and pertinent purchase procedures.

The authorities and functions delegated to the "State Administrative Officer" in both portions should be understood to include comparable officials at the Territorial Offices and the Cartographic Field Offices having Administrative staffs.

Until such time as the State Administrative Officers have assumed their new official duties, the procurement and related authorities delegated to such offices may be exercised by the State Conservationists or the State Administrative Assistants.



*J. C. Dykes*  
Acting Administrator



## 100 Procurement and General Services

In the procurement of materials, supplies, equipment and general services required in the accomplishment of the Soil Conservation Service program, it is mandatory that the provisions of the applicable laws and the regulations and policies of the Department and the Service be adhered to.

The following paragraphs cover procedure, regulations, etc., to be followed as they apply to procurement of the various items required by the Service from the various sources of supply.

## 101 Timing of Procurement

Frequently departments and agencies of the government, including this Service, find themselves in the last few weeks of the fiscal year with balances in appropriations on account of salary lapses and for various other reasons. These balances have in some instances been expended for supplies, materials, equipment, alterations, repairs, and other purposes without sufficient regard to the necessity for such expenditures. The mere fact that there is a balance left in an appropriation is no justification for this character of expenditure and the same tests of need should be applied to purchases in the last few weeks of the year as are applied during the first few weeks of the year.

Congress condemns the practice of "June buying" if it is only for the purpose of expending balances of appropriations which would otherwise be returned to the Treasury. Although the husbanding of funds as a reserve against possible emergencies in preparation for seasonal programs and other factors entirely consistent with the practices of good management may tend to concentrate purchases during the latter part of the fiscal year, stabilized operations over a period of years should create a pattern which will enable a logical forecast of major procurements. A balanced schedule of procurement throughout the entire fiscal year is desirable for many reasons. See 5 AR 386.

The following rules have been prescribed by the Department and, unless modified, will govern purchases to be made from funds appropriated for each fiscal year:

Procurement Contracts. Bids for construction contracts involving more than \$10,000 will not be opened after May 15. Bids for other definite-quantity Department contracts will not be opened after June 15.

Purchase Orders. Purchase orders, other than under contracts referred to in the previous paragraph, for nonexpendable property will not be placed after June 15.



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Emergency Needs. In an actual emergency, exemption from the terms of the above restrictions may be permitted:

Where solicitation of bids is involved, there shall be submitted to the authorized contracting officer, prior to such solicitation, a statement of the circumstances requiring deviation from the restrictions.

Where the procurement does not involve solicitation of bids, the purchase order or requisition may be placed with the proper source of supply, but there shall be submitted immediately to the appropriate contracting officer a statement of the circumstances which required the restrictions to be waived.

Determining similar advance closing deadlines for purchases to be made from appropriations terminating on dates other than June 30.

Effect on other Purchasing Restrictions. The above policy should not be construed as eliminating the necessity for obtaining the approval prior to purchase of any items otherwise restricted.

The Administrative Services Division and all employees concerned with procurement are expected through their actions and through utmost cooperation with all other divisions of the Service to assist in achieving a balanced well-organized procurement schedule.

105 Responsibility

It shall be a responsibility of the State Administrative Officer, or his alternate, prior to making purchases, to determine affirmatively that the item will be used for the purpose for which appropriation has been made.

It is also his responsibility to determine whether any statutory requirements or Departmental policies prohibit contemplated purchases.

With the elimination of the regional supply centers, it will become the responsibility of the various state offices to procure or authorize the procurement of office supplies, forms, etc., previously stocked in the regional supply centers. The various sources of supply such as Central Supply, General Services Administration Stores Stock, Post Office Department contracts, and others are enumerated in succeeding portions of the handbook.

In some instances it may be necessary or desirable to consolidate orders for delivery to the state office and distribution to the various offices below the state level. Such a practice would, no doubt, be "good business" in many cases.

105 Continued

Care should be taken, however, that this does not lead to the establishment of miniature supply centers. Reasonable "cup-board stocks" of stationary, commonly used forms, etc., are, of course, not prohibited.

For general information on the subject of "Inventory Management" see G.S.A. Regulation I - II - 403.

106 Restrictions, General

(1) Personal Equipment

Under the provisions of the Administrative Regulations of the Department, 5 AR 92, which cites Section 13, Public Law 600, 79th Congress, and 3 C. G. 433, the purchase and maintenance of articles of personal equipment and special clothing are permissible under certain circumstances. Such purchases may be made from funds available for the procurement of supplies and materials where the articles are to be used for the "protection" of personnel in the performance of their assigned tasks. "Protection" is defined as protection from physical injury or occupational disease.

Articles of personal equipment other than for the protection of personnel (such as snowshoes) may not be purchased (1) without specific statutory authority or (2) unless the object for which the appropriation was made cannot be accomplished as expeditiously and satisfactorily from the government's standpoint without such equipment and it is such that the employee could not reasonably be required to furnish as a part of the personal equipment necessary to enable him to perform the regular duties of the position to which he was appointed.

(2) Binder Twine

The following proviso is in the current agricultural appropriation act:

"Except to provide material in or incident to research or experimental work where no suitable domestic product is available, no part of the funds appropriated by this Act shall be expended in the purchase of twine manufactured from commodities or materials produced outside of the United States."

This, in general, prohibits the purchase of anything but cotton twine except for research purposes.

The provisions of paragraph 122.3, therefore, cannot be applied to the purchase of twine until such time as the prohibition is removed from the act.

Continued

(3) Foreign Materials (see paragraph 122.3)

(4) Items Requiring Prior Approval

Existing aerial photographs available from a commercial source when the amount involved is \$500 or more. Advance approval of the Chief of the Division of Procurement and Property Management, Office of Budget and Finance, required by 5 AR 42.

Air conditioning equipment (except for laboratory or scientific use in the field.) Advance approval of the Administrator, Soil Conservation Service, required by 5 AR 110.

Airplanes . . . "bids shall be solicited and contracts awarded by the Chief of the Division of Procurement and Property Management . . ." 5 AR 202 e.

Bookkeeping and other accounting machines (except adding and calculating machines). Prior Washington office approval required.

Fanfold, snap-out, pack-type, and other similar commercially printed forms. Since these all involve printing and binding operations, purchase from the Government Printing Office or prior approval by the Joint Committee on Printing is required by 5 AR 54 b (1).

Mimeographing, multilithing, and other similar duplicating equipment. "Bids shall be solicited and contracts awarded by the Chief, Division of Procurement and Property Management." 5 AR 202

Motion picture cameras, sound recording equipment, and other motion picture equipment. Washington office approval required. The following items may be purchased:

1. All standard kinds of visual equipment such as still cameras, 4 x 5 and 35 mm only, slide and movie projectors, automatic slide projectors of standard make and specification, screens, tripods, filters and other standard accessories for such equipment.
2. All purchases of prints of movies made by the Soil Conservation Service. Others require Washington approval.
3. Purchase of any kind of film for use in standard, government-owned cameras except 16 mm color movie film and 35 mm black and white.

Equipment which is not standard equipment should be submitted for Washington approval. This would include items such as 3-D or stereoscopic cameras, off-size cameras, color projectors and balopticans, continuous projectors and other equipment not now commonly used or new equipment which may be developed.



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Stenographic-reporting services. "Bids shall be solicited and contracts awarded by the Chief, Division of Procurement and Property Management." 5 AR 202

See 112.7 for items under the Federal Supply Schedule which require approval.

(5) Purchase in which an Employee has a Personal Interest

The Administrative Regulations of the Department 5 AR 114 provide:

"No officer or employee of the Department who is in a position either to influence the award of a contract with the Department or to cause purchases of supplies to be made for the Department, shall be interested in any firm, company, or corporation doing business with the Department unless such interest shall be disclosed in writing and approved by the head of the agency in advance of the award of any contracts by such officer or employee. (See also 8 AR 1541 and 13 Comp. Gen. 281.)"

(6) Purchases from Department Employees

The policy of the Department as to purchases from employees is stated in 5 AR 115 as follows:

"No supplies or property for the use of the Department shall be purchased from any of its employees without the approval of the Chief, Division of Procurement and Property Management, Office of Budget and Finance. The request for such approval must in each case be accompanied by a statement in writing from the responsible agency officer showing the necessity for the purchase and indicating specifically that the purchase from the employee will be more advantageous to the Government than a purchase from any other source."

110 Sources of Supply

The sources of supply for the purchase of material, supplies and equipment include the contracts included in the Federal Supply Schedule, Federal Prison Industries, Inc., the Federal Supply Service, the Central Supply Division, the Post Office Department contracts covering envelopes, Government Printing Office, National Industries for the Blind, term contracts of the Department of Agriculture, A.S.F.P.A., Navy, contracts of other government departments, and the open market. The procedure to be followed and the authority granted to the State Administrative Officer for purchasing from these sources of supply is discussed in the following sections and reference thereto should be made for specific instructions.

## 112 Federal Supply Schedule

The Federal Supply Schedule is composed of term contracts executed by the General Services Administration for use by the executive departments and other establishments of the federal government. As nearly as possible, the various items covered by these term contracts are segregated into classes of related materials; as for example, Class 18 covers photographic material and precision instruments; Class 26 covers office furniture; Class 41 hand tools; Class 51 chemicals, etc. An alphabetical index to the Federal Supply Schedule has been prepared according to the common name of each item and the item number assigned to such items in conformity with the federal standard stock catalog is contained therein. The first number composed of one or more digits has reference to the class or schedule in which the item will be found. The letter of the item number refers to the alphabetical arrangement according to the common name of the item, and the following number has reference to the specific number which identifies that particular item in the class in which it is found.

The contracts contained in the Federal Supply Schedule are made for various periods and as the existing contracts expire, new contracts are made and published in pamphlet form, which are distributed by the G.S.A. regional offices to the various government departments. On the next to the last page of each schedule, purchasing officers will find listed thereon the names and addresses of the contractors for the materials contained therein, together with the contract number and the shipping point or points of each contractor. Orders should be placed with the contractor only at the address shown in the schedule, unless instructions are given therein for the placing of orders with dealers or other points of distribution.

Generally, copies of the Federal Supply Schedule will be forwarded by the G.S.A. regional offices to the state offices for distribution. When contracts contained therein have expired and new schedules have not been received, if it is necessary to purchase materials usually covered by that class, inquiry should be made of the Washington office to determine whether or not new contracts have been executed for the reason that occasionally where contracts have formerly been of a non-mandatory nature, such contracts may be made mandatory or other material changes made. It has been the practice of the General Services Administration, in the past, to issue circulars advising the government departments of price changes, changes in contract terms, and correction of errors made in printing with respect to the Federal Supply Schedule, which are to be incorporated in the places designated in the schedule. Each state office will be furnished the number of copies of Federal Supply Schedule contracts and circulars that has been indicated to be standard requirement.

Except under most unusual circumstances, distribution of schedule contracts below the state office level will not be necessary. In the case of the most widely used contracts covering service station gasoline and oil deliveries, courtesy cards, which will be issued by



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the state offices, will make the distribution of schedule contracts unnecessary. Such other schedule items as may be required by offices below the state level should be ordered from the state office or in the case of certain restricted items (which are covered in detail in 112.7) from the Washington office.

112.1 Types of Contracts

The contracts contained in the Federal Supply Schedule may be segregated into general classifications; namely, mandatory and non-mandatory.

The method of determining to which class a contract belongs and the effects of each are discussed in detail in the following paragraphs.

(1) Mandatory Contracts

Contracts which are mandatory for use by the Soil Conservation Service are identified by a statement which appears on page two of the schedule concerned and which reads as follows:

"For use by the executive departments and other establishments of the Government of the United States of America within the continental limits of the United States" -

or where the statement,

"For use by the executive departments and other establishments of the Government of the United States of America in Washington, D. C." -

and thereunder either the Department of Agriculture or the Soil Conservation Service is specifically mentioned. Such statements are notice that the contracts contained in a schedule in which either of these statements appear are mandatory. In these instances, the purchasing officer may not procure the materials covered thereby in any other manner unless the contract contains a stipulation exempting purchases of \$25.00 or less, or unless prior clearance has been obtained through the Administrative Services Division in Washington, D. C., from the Federal Supply Service, General Services Administration, or a genuine emergency exists (see paragraph 130). In order to obtain clearance, it is necessary that the state office submit to the Administrative Services Division a requisition (Form AD-14) covering the materials required, together with an explanatory statement setting forth reasons why the material covered by the mandatory contract cannot be used for a particular purpose and why the material covered by the mandatory contract cannot be used for a

## 112.1 Continued

particular purpose and why the specific item desired is essential. Concerns which have been awarded mandatory contracts must accept orders in strict accordance with their terms. Upon the failure of a contractor to accept or fill orders placed under mandatory contracts, appropriate action should be taken to purchase the same material in the open market, charging the excess cost to the contractor's account. For detailed instructions see paragraph 112.4.

## (2) Non-mandatory Contracts

Contracts falling into this classification are identified by a statement appearing on page two of the schedule concerned which reads substantially as follows:

"For use by the executive departments and other establishments of the Government of the United States of America in Washington, D. C. "

When neither the Department of Agriculture nor the Soil Conservation Service is specifically named therein and where material covered is desired for delivery outside the District of Columbia, purchasing officers are not bound to procure the materials from the contracts and it is not mandatory for the contractors to accept orders provided such orders, when placed, are returned by the contractor within ten days, as provided by the "optional use" clause of the Federal Supply Schedule contracts. In the event the contractor should fail to return the order within ten days from the date the order was received by him, he is obliged to make delivery or the same action as described in paragraph 112.4 should be taken. Although it is not mandatory for purchasing officers to utilize these contracts, it is considered advisable to do so when the contract price, plus the transportation cost from the contractor's shipping point to destination is less than the price for which the same materials may be obtained in the open market. In cases of emergency, however, it will not be necessary for field officers to take that fact into consideration. It is a matter in which the purchasing officer is vested with the authority to employ his own discretion.

## 112.2 Catalogs and Price Lists

Occasionally, items listed in the index, upon reference to the class of the Federal Supply Schedule in which the contracts are listed, will be described only by general characteristics and the contractor's or the manufacturer's catalog will be referred to for more detailed description, prices, etc. As an example, a contract may be awarded for a particular manufacturer's complete line of calculating machines. Therefore, instead of listing and describing

## 112.2 Continued

each particular model in the Supply Schedule, the item will be listed merely under "calculating machines" but reference will be made to the manufacturer's catalog and price list for selection of the model number required. In order to purchase such items, it is essential that the purchasing officer have available copy of the pertinent catalog or price list referred to. The Federal Supply Service when awarding such contracts requires the successful bidder to furnish quantities of the catalogs and price lists, listing such items contracted for. Upon receipt of the catalogs, they are examined by the Federal Supply Service and, provided items listed therein are in accordance with the bid, are stamped with the Federal Supply Service stamp of approval.

To avoid possible error in prices and possible subsequent disallowances, purchasing officers are urged to use only the approved copies of price lists when issuing purchase orders for items listed in this manner in the Federal Supply Schedule. Catalogs and price lists of this type should be requested through the Washington Administrative Services Division; however, where the schedule indicates that the contractor's or manufacturer's current catalog or price list, effective on the date of the purchase, applies, the catalogs or price lists may be secured direct from the contractor or his authorized representative. Examples of such instances are the contractor's catalog and price lists covering automotive repair parts, typewriter, and some other office machine repair parts.

## 112.3 General Conditions

The general conditions applicable to contracts listed in the Federal Supply Schedule are contained in the Federal Supply Schedule index. When field services are specifically covered (see paragraph 112.1 (1), Mandatory Contracts) the contractors are obligated to honor all orders for delivery to field services at the zone prices stipulated in the particular schedule.

## 112.4 Delinquent or Defaulting Contractors

(1) The Federal Supply Schedule in most instances indicates the time for delivery as provided for in the contracts of the items listed, and the contractors to comply fully with their contracts, upon acceptance of purchase orders, should perform within that time. The time for delivery is that specified for each item and in accordance with special provision on delivery in the schedule. If the purchase order specifies delivery to a field activity not specifically covered by the contract, shipment by the contractor within the time provided for delivery may be considered as compliance with the contract. If, when placing purchase order, it is known that the requirements for



112.4 Continued

the item called for are such that delay beyond the time for delivery as provided for may not be allowed, there should be endorsed on the face of the purchase order a statement that failure to perform within the time for delivery called for under the contract will be sufficient cause to terminate the contractor's right to proceed and purchase the requirements from another source, charging any excess costs to the contractor.

(2) Should the action of purchasing against contractor's account become necessary because of his failure to deliver acceptable merchandise within the time provided for in the contract and as required by the government, existing regulations should be complied with as far as possible, since the government should mitigate possible damages to the delinquent contractor as much as possible.

(3) Because most Federal Supply Service contractors have government sales representatives situated in Washington and because all of these representatives are extremely desirous of maintaining or promoting good will, the right of such contractors to proceed is not to be terminated by the state office until a complete statement of fact has been referred the Washington Administrative Services Division. If efforts to secure relief through Washington sales representatives should be unsuccessful, the state office will be so informed and may proceed to terminate the contractor's right to proceed purchasing against his account and charging any excess costs to such delinquent contractor as provided below.

In addition to Federal Supply Service contractors, many other manufacturers maintain offices and government sales representatives in Washington. Through contacts with these representatives it has been possible for the Washington Administrative Services Division to expedite deliveries and to render other assistance. If any such assistance is desired, state offices should communicate with this division.

(4) Any purchase against a delinquent contractor must be of items of similar quality and in the same quantity as called for on the original order. Upon completion of the purchase from the new source, a determination shall be made of the excess cost, if any, incurred by the default and subsequent purchase. In making determination of excess costs, there should be taken into consideration cash discounts for prompt payment, if any, provided for in the purchase order of the defaulting vendor. The vendor through his own default cannot deprive the government of its contract right to the discount which would have been deducted had the default not occurred. The exact amount of excess cost should be determined for an offset settlement or collection.

## 112.4 Continued-2

(5) The continued delinquency on the part of a contractor within itself is not sufficient cause to disregard mandatory contracts, so far as subsequent requirements are concerned, nor non-mandatory contracts, if the non-mandatory contracts are to the best interests of the government and purchase orders should continue to be issued to those contractors followed by purchases from other sources, in accordance with the above, upon the contractor's failure to perform. Continued delinquency on the part of a contractor or the continued delivery of defective or sub-standard materials may result in the contractor being declared in default by the Federal Supply Service. In such instances, purchasing officers are notified by means of Federal Supply Service circulars or amendments containing information regarding the contractor, the contract "QS" number, item number concerned and the date that the contractor was declared in default. Information as contained therein will further indicate that the item(s) covered by such contract(s) and under the class(es) referred to should be made without reference to the Federal Supply Service Schedule until further notice and that any excess costs shall be charged to the contractor.

It must be remembered by field activities that purchases against a defaulting contractor's account with excess cost chargeable to him may be made by field activities only in the event the field activity concerned is specifically covered by the contract; that is to say, this action is applicable so far as field services are concerned only with respect to mandatory contracts, except in instances under non-mandatory contracts where the contractor had a purchase order in his possession at the time he was declared in default and had failed to return it within the time specified in the special conditions applicable to schedule contracts.

## 112.5 Foreign Materials, Under Federal Supply Service Schedule

Some items covered by contracts listed on the schedules are of foreign origin or foreign manufacture. If such is the case, notation to that effect, in most instances, will appear on the schedule either directly above or below the description of the particular item. In such instances where the schedule indicates the item in question is of foreign origin or manufacture, the contractor shall not be required to certify in submitting billing as to material's domestic origin or manufacture. Furthermore, no foreign origin and/or manufacture certificate, described under paragraph 122.3 shall be required. In the absence of notation in the schedule to the effect that the item was of foreign origin or manufacture, it shall be assumed by the ordering office that the item is of domestic origin and manufacture. Upon delivery of the item, should inspection of the material on the contractor's billing reveal that the item is, as a matter of fact, of foreign origin or manufacture, acceptance thereof should be withheld pending

112.5 Continued

determination as to whether or not the furnishing of foreign material by the contractor is in accordance with the contract. This may be determined by communicating with the Administrative Services Division in Washington. This division shall secure the information from the Federal Supply Service, G.S.A., in Washington. Should it develop that the material delivered is not in accordance with the contract, the items should be rejected. (See following paragraphs 112.6 and 112.6 (1)).

112.6 Sub-Standard Material

Items covered by Federal Supply Service schedule contracts shall be in accordance with the specification under which purchased. To assure delivery of standard materials, items so covered are subject to inspection by the government. Upon inspection, acceptance or rejection of materials or supplies shall be made as promptly as practicable. Such inspection shall be at the expense of the government, except for the value of the sample used.

Any items delivered under such schedule contracts found not to comply with the specifications or to be defective in construction, inadequate for the purpose for which contracted, or otherwise unsatisfactory from the purchaser's viewpoint should be immediately reported to the contractor. The report should likewise be furnished the Administrative Services Division, Washington, D. C., for transmittal to the Federal Supply Service, Washington, D. C. The report to the Administrative Services Division shall include the name of the contractor, the contract number, item number, description of the item covered by contract, the quantity ordered, purchase order number and date, and the explicit respects in which the item delivered failed to meet specifications.

In notifying the contractor, specific reasons for rejection of the material should be furnished, together with a request that the contractor immediately replace the material with material meeting specifications. The contractor should also be notified upon his failure to replace the rejected material within a reasonable time that purchase from other sources will be made, charging excess cost to the contractor. (See paragraph 112.4.)

Although inspection and acceptance or rejection of materials should be made promptly upon delivery, failure to inspect and accept or reject materials or supplies shall not impose liability on the government for such materials or supplies as are not in accordance with the specifications.

In the event a public necessity requires the use of materials or supplies although not conforming to the specifications, payment therefor shall be made at a proper reduction in price. Acceptance of materials



112.6 Continued

known not to conform to the specifications should immediately be reported to the Administrative Services Division, Washington, D. C., together with all pertinent information as to the public necessity requiring use thereof, at which time information shall be furnished as to the proper method of determining the proper reduction in the amount to be paid therefor.

Rejection

Delivery of sub-standard materials referred to above, where public necessity does not require use thereof, shall be rejected. Rejected articles and/or articles requiring correction shall be removed by and at the expense of the contractor promptly after notice is furnished the contractor of the rejection.

112.7 Authority for Federal Supply Service Schedule Purchases

With the exception of the items enumerated below, the State Administrative Officers or their alternates are authorized to purchase all items covered by classes of the Federal Supply Schedule and stores stock catalog listed below. Similar items may also be purchased in the open market or by local contract, provided such items are not covered by mandatory GSA contracts.

Classes 4, 5, 7, 8, 10, 11, 12, 13, 14, 15, 16 and 17, no restriction.

Class 18, prior approval of the Washington Cartographic Division required on the following items:

Machines - blue printing, developing and photocopying; printers; parts and accessories may be purchased without prior approval.

The following, if for use by Cartographic, may also be purchased without approval:

Photographic supplies; film (including roll and color); printing paper; photocopying paper; synthesized paper, etc.

The following may be purchased without approval for other divisions:

35 mm color film only for use in miniature cameras for slides; processing chemicals and equipment for 4 x 5 and  $3\frac{1}{4} \times 4\frac{1}{4}$  color transparency such as Ektachrome and Ansco color.

Any proposed local contracts for commercial photographic processing require prior Washington approval.

112.7 Continued

Though not usually covered by Federal Supply Schedule contracts, the following also require approval by Washington:

Cameras - motion picture; dryers; printers and washers; parts and accessories for same do not require prior approval. See paragraph 106 (4).

Classes 19, 21, 22, 24 and 25, no restriction.

Class 26. All items except "executive type" furniture of any type including special executive type (as exemplified by Federal Supply Schedule - "Special Furnishings, Executive Type".) See paragraph 112.9. In the acquisition of furniture due consideration should be given to standardization and, of course, to the possibility of securing it from surplus. See 5 AR 111.9 and 112.5.

Upright filing cabinets require prior approval (see 822.5).

Class 27. All items except carpets and rugs which require prior Departmental approval.

Classes 29, 30, 31, 32 and 33, no restriction.

Class 34. All items except luggage.

Class 35. Individual bound volumes or complete bound sets of Comptroller General Decisions may not be purchased without prior approval of the Washington office. The annual distribution of individually bound volumes to supplement the sets which have been authorized for each region will be made by the Washington office.

Newspapers may be purchased direct after the approval of the Director of Information has been obtained through the Washington Administrative Services Division (see 2 AR 48 b (1) (a)). A brief justification should be submitted.

Other publications may be purchased direct without prior approval.

Requests for publications which can be supplied from Library stock should be forwarded to the Library in accordance with 2 AR 48 a (1).

Class 37. Prior Washington approval required for purchase of athletic equipment. Safety equipment restricted to types meeting specifications approved by the Washington Safety and Health Section. All safety equipment subject to prior approval by State Administrative Officer.

Classes 38, 39, 40, 41, 42, 43, 44, 45, 51 and 52, no restriction.



## 112.7 Continued-2

Class 53. Desk sets and fountain pens costing over \$5.00 require Departmental approval (see 112.9 and 5 AR 112).

Classes 54 and 104 - restricted items:

Visible files, both cabinet and binder type, and equipment; machines - posting, addressing, billing, check sorting, check cutting, check signing, check dating, check writing, composing, duplicating, envelope opening, sealing, folding, dictating, transcribing, shaving, typesetting, cash registers, sorters and time stamp clocks.

Typewriters - 5 AR 105 states that electric, portable and verityper machines may be purchased only under circumstances which justify the use of these types. Such justification requires prior Washington approval. G.S.A. Regulations I-II-309.01 and I-III-203.03 prescribe procedures and set up minimum requirements which must be met in acquiring or exchanging standard type machines.

The regulation provides for the maximum utilization of all typewriters in the possession of all federal agencies, reporting of excess machines (see 655), and the obtaining of a certificate of unavailability from G.S.A. prior to the exchange or purchase of any new typewriters. These certifications shall be obtained by submitting purchase orders in duplicate to the appropriate G.S.A. regional office. Such orders should not include any other commodity. If the General Services Administration is unable to furnish suitable typewriters from its stock, the purchase order will be returned with a certificate of unavailability. Subsequent purchase orders placed with contracts should bear the following notation - "This order is covered by G.S.A. certificate of unavailability No. TC \_\_\_\_\_."

Typewriters may not be replaced unless it is determined that the estimated cost of necessary repairs or rebuilding of each typewriter being replaced will equal or exceed at lowest available rates the percentage of replacement costs specified below.

<u>Year</u>	<u>Percentage of Replacement Cost</u>
2nd	80
3rd	80
4th	80
5th	70
6th	70
7th	60
8th	50
9th	40
10th	30
11th	20
12th	10

## 112.7 Continued-3

An example of the application of the "Standard Replacement Cost Percentage Scale" to a typewriter costing \$109.00 is as follows:

<u>Year</u>	<u>Assumed Trade- in or Sale Value</u>	<u>Replacement Cost</u>	<u>Estimated Repair Cost Justifying Replacement</u>
2nd	\$50.00	\$59.00	\$47.20
3rd	50.00	59.00	47.20
4th	50.00	59.00	47.20
5th	45.00	64.00	44.80
6th	45.00	64.00	44.80
7th	45.00	64.00	38.40
8th	45.00	64.00	32.00
9th	40.00	69.00	27.60
10th	37.50	71.50	21.45
11th	37.50	71.50	14.30
12th	30.00	79.00	7.90

Exception: When unusual circumstances justify replacement of a typewriter at a date earlier than would be permitted by application of the Standard Replacement Cost Percentage Scale, a written justification for such replacement shall be prepared by the head of the executive agency or his designated representative, and the replacement of the typewriter may be made. The justification shall be retained as a part of the requisitioning file of the agency.

These standards are minimum, and executive agencies shall, to the fullest extent practicable, retain typewriters which are in usable and workable condition even though the standard permits replacement. When unusual circumstances justify replacement of a typewriter at a date earlier than would be permitted by application of the "Standard Replacement Costs Percentage Scale" written justification for such replacement shall be prepared by the head of the agency or his designated representatives. The justification shall be retained as a part of the requisitioning file of the executive agency.

Class 57. Restricted to such items for emergency room use as are authorized by Section V of the SCS Safety Handbook.

No restrictions on purchases of first aid kits or first aid kit refills.

Class 58. No restrictions but subject to approval of the Washington Safety Officer, where material deviations from types specified in Sec. XIV c of the Safety Handbook are contemplated.

Classes 59, 60 and 63, restrictions.

Class 66. Only accessories and repair parts may be purchased.

112.7 Continued-4

Classes 67, 69, 70 and 72, no restriction.

Classes 101, 102, 105 and 106 (contracts cover certain specific areas only), no restriction.

Such classes of items as teletype machines and others of a type which are never purchased by the Service have been omitted from the above list.

The policy of the Department regarding the use of Federal Supply Schedule contracts and the procedure for effecting changes in telephone service are set forth in 4 AR 484 and 485 as follows:

"484. POLICY. a. \*--General Services Administration Requirements. The General Services Administration, pursuant to the authority vested in the Administrator of General Services by the Act of 1949, as amended, (Public Laws 152 and 754, 81st Congress) requires the adherence to certain policies and methods governing the economical and efficient procurement and utilization of public utility services, including telephone service, within the United States and its territories and possessions. (See also 5 AR 341d with reference to utility service contracts.)--\*"

"485. EFFECTING CHANGES IN TELEPHONE SERVICE. a. Submitting Reports of Proposed Changes. When \*-- major changes in telephone services are contemplated or effected, a report must be submitted through administrative channels to the Director of Plant and Operations. The report shall be submitted substantially as illustrated in Exhibit 1. For the purpose of this section the following shall be deemed major changes in communications equipment:

- (1) Installation or removal of one or more private branch exchange switchboard positions;
- (2) Changes from manual to dial private branch exchange service, or vice versa;
- (3) Installation or removal of the lines between private branch exchange switchboards;
- (4) Installation or removal of inter-city private line full period or foreign exchange services.--\*

b. Review of Proposed Changes by P&O and B&F. The Office of Plant and Operations will review all proposed changes in telephone service, and will pass upon the technical aspects of such proposals. The Office of Budget and Finance will review the proposals and pass upon the budgetary, fiscal, and contractual aspects. When the proposed changes are approved by these two offices, reports will be forwarded



112.7 Continued-5

to the \*--General Services Administration. No commitment concerning the proposed change or installation shall be made until the General Services Administration has presented its views.--\*

c. Replies to Agencies; Time Limit. The Office of Budget and Finance will inform the Office of Plant and Operations, which will advise the agencies of the replies made by the \*--General Services Administration to the proposed changes or installations. In order that Department work may not be delayed, in the event no reply is received by the agency within 20 days of the date of sending proposals to the Office of Plant and Operations, favorable consideration shall be deemed to have been given.--\*

112.8 Method of Acquisition

Items covered by the Federal Supply Schedule for which authority is delegated to the State Administrative Officer, or his alternate, (see paragraph 112.7) will be obtained by issuance of a purchase order directly to the vendor. (See paragraph 173.)

Items covered by schedule but not included in the above referred to authority and which require the prior approval of the Washington office, shall be requested on requisition Form AD-14 (see paragraph 171) which shall be transmitted by the state office to the Administrative Services Division, Washington, D. C.

112.9 Justifications

A requisition when submitted to the Washington office calling for items for which authority was not delegated to the regional office for direct purchase, in addition to the purpose and use for which the item is being ordered, as outlined in paragraph 171.1 (3) shall be supported by a brief justification.

5 AR 112 provides in part:

"b. List of Restricted Items. The procurement of any items covered by this subparagraph is subject to the approval of the Director of Finance.

(1) Executive-type furnishings.

Bookcases, executive type  
Cabinets, telephone  
Chairs, upholstered, executive type  
Chairs, typists, to match executive type desk  
Desks, executive type  
Desks, typists, executive type  
Lamps, office type  
Pens or pen sets, types over \$5.00  
Receptacles and similar furnishings

112.9 Continued

Rugs  
 Stands, smoking  
 Stands, telephone  
 Tables, conference, executive type  
 Trays, letter, executive type  
 Wardrobes, executive type  
 Wastebaskets, executive type

(a) "Executive type" explained. "Executive type," as used in the foregoing list, is exemplified by the Federal Supply Schedule for "Special furnishings, executive type," and is not intended to include standard office furniture sometimes referred to as executive furniture.

(2) Accessories. Desk or mantel clocks (other than ordinary inexpensive types needed for regular office or laboratory use at Departmental buildings or stations that are not or cannot feasibly be equipped with wall clocks for general office use); davenports, sofas, etc; floor lamps; ornamental bookends, or carafe sets or components thereof will not be procured by the Department or its agencies except in very rare cases where special consideration may justify the use of such equipment."

113 General Services Administration Stores Stock

The General Services Administration, by revisions to subsections 302.02, 302.08 and 403.03, Chapter II, Title I of the Regulations of that agency, has inaugurated a policy exempting government agencies from mandatory use of the stores stock of the Administration under certain circumstances.

In general and in brief the exemption applies to small purchases when the following simplified procurement methods are used: (a) Imprest funds; (b) Standard Form 44; (c) Blanket purchase order arrangements are available; and when the articles needed are non-repetitive, infrequent or isolated requirements which are not susceptible to planned requisitioning or when an urgent need arises requiring delivery of an article before it could normally be delivered from stock. See also 130.2.

In addition to the above exemptions the following items are excepted:

(a) Special items listed in the Administration Stores Stock Catalog as available only from certain (G.S.A.) regional offices.

(b) Items listed in the Administration Stores Stock Catalog under Class 56, Food.

113 Continued

(c) Articles listed in the Administration Stores Stock Catalog also covered by the Government Printing Office Catalog of blank paper and envelopes which are for delivery in the District of Columbia.

(d) Articles available from Post Office Department award of contracts for envelopes.

(e) Articles obtained under Federal Supply Schedule contracts.

As used above, the term Stores Stock Catalog refers to the Administration's national stock catalog only and does not include catalog supplements issued by individual supply centers.

Blind-Made Products - Products Manufactured by Federal Prison Industries, Inc.

Orders for all such products as are stocked by G.S.A., must be placed with the appropriate G.S.A. regional office, except (a) items requiring overseas packing (b) where ordering activity is so located that it would be more economical or practical to order direct. In such cases copy of purchase order is to be sent to G.S.A. regional office.

Standard Forms

All federal agencies are required to obtain standard forms as listed in the Federal Supply Stores Stock Catalog except as may be otherwise authorized. Exception: Internal agency forms or other forms not listed in the Stores Stock Catalog.

Out-of-Stock Items at Regional Offices

It is the policy of the General Services Administration to back-order such items if they are expected to become available for shipment within 30 days. Emergency interim needs may be purchased without further clearance, however, unless otherwise notified, the total quantity back-ordered will be furnished when available.

Out-of-stock items which cannot be delivered within 30 days will be cancelled. The ordering agency should then (1) determine whether the items can be eliminated, (2) consider substitution (3) include the item or substitutes in a later requisition.

If, after these considerations, there is an urgent need the agency may purchase elsewhere without further clearance.

Standard forms, Blind-made and Federal Prison Industries products will be back-ordered in all cases and agencies advised of expected delivery date.



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Planned Requisitioning

It is, of course, a primary objective to establish a schedule which will reduce requisitioning transactions to a minimum.

The frequency and timing for submission of stock requisitions should be worked out with the General Services Administration regional office concerned. Normally, requirements should be accumulated between agreed-upon submission dates and such established date noted on each requisition.

Urgent requirements may be submitted between scheduled requisitioning dates with a justification for shipment ahead of schedule.

Requisitions under \$25.00 should be avoided when possible. To accomplish this the frequency of scheduled submissions may be reduced in the case of small users, (quarterly, semi-annual or even annual submissions suggested by G.S.A.) or simplified procurement methods (outlined above) adopted when practicable. However, where supplies are not readily available from commercial sources, G.S.A. regional offices will service small users, regardless of the value of the requisition.

For some time now the General Services Administration has maintained stabilized stores issue prices so that such prices remain firm and uniform for all supply centers within a given geographical area for a specified period of not less than three months. For that purpose three price zones have been established, delineated, in general, as the area from the Atlantic Coast to the Mississippi River forming Zone No. 1; from the Mississippi River to the Rocky Mountains forming Zone No. 2; and from the Rocky Mountains to the Pacific Coast (including Alaska) forming Zone No. 3. Zonal boundaries will appear on the cover sheet of the Zone Price Lists which will be distributed by the several supply centers located within the respective zones.

Each agency shall insofar as possible give the Federal Supply Service prior notice of proposed major program changes which may require upward or downward adjustment of stores inventories. Each agency shall also make every effort to schedule its requirements in a manner which will avoid unnecessary government administrative costs, including inventory investments.

The Department has indicated that it is "in full accord with the principle of utilization of stores stock to the fullest extent practicable." (Budget and Finance Memorandum No. 239.)

## 113.1 Type of Stock Carried

The Stores Stock Catalog of the General Services Administration lists a rather wide variety of items and also a schedule of Blind-Made products. A complete list of the items stocked is contained in the catalog index. It is issued and distributed in the same manner as the Federal Supply Schedule.

### 113.2 Method of Operation

Full instructions for preparing and submitting purchase orders are contained in the preface to the Stores Stock Catalog.

Transportation methods, charges, billings, etc., are also covered.

These instructions appearing in the catalog are changed from time to time by the General Services Administration and ordering agencies should be governed accordingly.

### 113.3 Unit - Issue Quantity - Price Per Unit

The schedule of stock items or catalogs listing the items available from G.S.A. Stores Stock indicates (a) the unit, (b) issue quantity, and (c) price per unit. Requirements, therefore, shall be stated in the number of units designated and not by the number of individual items desired. For example, if one hundred and forty four each of a particular item is desired and the unit of that item is indicated in the catalog as "dozen", 12 dozen should be requested and not 144 each. The issue quantity is the minimum number of any one unit which will be furnished. For example, the issue for cheese cloth may be yard, the issue quantity may be indicated as one 50-yard bolt. The quantity, therefore, of less than 50 yards shall not be issued. Requirements of more than the issue quantity shall be stated in multiples of that amount. The unit price indicated in the schedule is the price per unit and not the price per unit quantity. In instances where the unit and/or the issue quantity indicates in the schedule of stock items or catalog exceeds the requirements of the activity, such requirements shall be secured from other sources.

### 113.5 Method of Acquisition

Items obtainable from this source for which the State Administrative Officer or his alternate is authorized to procure direct without prior approval shall be obtained by the issuance of purchase order form AD-38 (see paragraph 172) which upon preparation shall be forwarded directly to the appropriate G.S.A. regional office. Requirements for other items for which authority does not exist for direct purchase should be transmitted to the Administrative Services Division, Washington, D. C.

### 113.6 Routing of Invoices and Credit Memorandums

Credit memorandums which are occasionally issued by Federal Supply Service should be transmitted promptly to the employee in charge of accounts in order that his accounts may be adjusted.

Any other type of document (including invoice) or any shortage in shipment which would require an adjustment in the accounts should be handled in the same manner.



## 114 Federal Prison Industries, Inc.

The Federal Prison Industries, Inc., was authorized by the Act of Congress of June 23, 1934 (18 U.S.C. 744 i) and created by Executive Order No. 6917 dated December 11, 1934 for the purpose of providing useful and stimulating employment to the inmates of federal penal institutions.

The policy of the Department as to purchases from Federal Prisons is stated in 5 AR 52 b:

"b. Policy; Purchase is Mandatory. Unless otherwise specifically authorized by law, products of the Federal Prison Industries, Inc., must be purchased from that source, or from stock of such products in the supply centers of the Federal Supply Service. Such products of the Federal Prison Industries, Inc., as may be available and meet the requirements of the ordering agency shall be purchased at not to exceed the current market price. The General Accounting Office will not approve nor allow credit for purchases of "available articles" from commercial sources unless prior clearances for such purchases have been obtained (16 Comp. Gen. 312) except under the following conditions when properly certified on the voucher:

- (1) When immediate delivery or performance is required by the public exigency.
- (2) When suitable second-hand, used, or excess property can be procured.
- (3) When procured and used outside the continental limits of the United States and Alaska.
- (4) When a single order totals \$25.00 or less, or when the requirement is otherwise covered by clearances granted in the schedule of products available.

Purchase may be made without clearance by Federal Prison Industries, Inc., of items from existing Federal Supply Schedule contracts in the event similar items are obtainable from both sources. It is to be assumed that the Federal Supply Service, in awarding the contract to a commercial concern for such an item, has obtained the necessary clearance from Federal Prison Industries, Inc."

The "schedule of products" referred to above is distributed to the Soil Conservation Service state offices by Federal Prison Industries, Inc. It contains full information on location of field offices, type of industry operated at each institution, method of ordering, prices, clearances, various applicable Comptroller General Decisions, and other pertinent instructions.

114 Continued

Method of Acquisition. Certain commonly used items are stocked by the supply centers of the Federal Supply Service and should be ordered from the center normally serving the ordering office.

Under the circumstances described below, orders (AD-38 in duplicate) should be placed with U. S. Department of Justice, Federal Prison Industries, Inc., Washington 25, D. C.

(a) Items not carried in stock by supply centers of the Federal Supply Service.

(b) Requirements for carload lots or more.

(c) Items requiring overseas packing.

(d) When ordering agency is located where it would be more practical and economical to purchase directly from the manufacturing facility. In such instances copy of the purchase order should be furnished the F.S.S. supply center normally serving the agency.

Government Bill of Lading should be submitted with the purchase order. Separate orders and bills of lading should be submitted for articles listed in different sections of the schedule of products.

Clearance to purchase from a commercial source will be given if the articles ordered cannot be furnished or undue delay would occur in delivery. In such cases, Formal Clearance Form No. 34, will be issued and a copy forwarded to the General Accounting Office. The agency copy should be attached to the commercial billing or voucher to comply with G.A.O. requirements.

For obvious reasons orders placed with Federal Prison Industries should indicate latest acceptable delivery date.

If, after obtaining clearance, purchase from a commercial source is not made the clearance should be returned for cancellation.

Purchases under a clearance must be identical with the material described in the clearance. If such material is not available from commercial sources, additional clearance is required.

Full information on clearances is contained in the preface to the schedule of products.

115 Central Supply Section

The Central Supply Section of the Department of Agriculture is established for the purpose of furnishing supplies, materials, forms, etc., to all agencies of the Department in Washington.

## 115 Continued

The materials listed in the Central Supply Section catalog are available to field offices. However, the use of the Central Supply Section by the field offices as a source of supply for other than forms is not recommended unless the desired articles are not available from other sources, or can be procured cheaper from Central Supply Section, freight considered, than from other sources.

## 115.1 Type of Stock Carried

The stock of the Central Supply Section consists of items which have been purchased from the Federal Supply Service, existing Federal Supply Schedule of Supply contracts, by issuance of invitations to bid and open market purchases. In general, the stock consists of administrative and laboratory supplies fully exemplified by the Central Supply Section catalog and are available for immediate delivery to Washington agencies or shipment to any field activity. The average surcharge for providing service to Washington and field activities is approximately 12% of the money value of the supplies, plus packing which is performed at actual cost and transportation charges which are borne by the requisitioning office.

## (1) Arrangement of Supply Items in Catalog

All items are presented in numerical sequence by stock list number and may be quickly located in the catalog by referring to the alphabetical index of all articles which is a simple key to the exact location of the detailed description of the article desired. Illustrations by photograph or drawings, where necessary, have been provided for a more clear understanding of the item.

## (2) Unit of Issue

The units of issue on items carried by the Central Supply Section are in most instances standard units such as quire, ream, dozen, package, 100, or each. However, all items requisitioned from the Central Supply Section must be ordered by the units shown since units will not be broken in filling bureau requests.

## 115.2 Forms

Certain over-printed, serially-numbered, or otherwise altered forms are listed in the Central Supply Section catalog and are available from that section. The balance of these standard and common use forms are stocked by and available from the appropriate supply center of the General Services Administration. These forms are listed in the Federal Supply Service store stock catalog. They may be obtained in the same manner as other regular supply items and are chargeable to the .08 account as a supply item.



115.4 Forms not Stocked

Such items as overprinted forms and decalcomanias, which are not stocked by the Central Supply Section, should be ordered on separate requisitions.

115.5 Method of Acquisition

Form AD-14 shall be used as the instrument of acquisition for all materials, supplies and forms obtained from the Central Supply Section. (See paragraph 171.)

(1) Supplies

Supply items may be obtained from the Central Supply Section by submitting Form AD-14, original and four copies, with all stock items listed in stock number sequence. Requisitions covering supplies must be encumbered prior to submission to the Washington office. Prices contained in the Central Supply Section catalog are for encumbrance purposes only and, therefore, should not be indicated on copies of the requisition.

(2) Forms

AD, SCS and other forms available from the Central Supply Section should be obtained by requisition (AD-14) submitted in original and four copies through the Administrative Services Division, Washington, D. C.

(3) New Forms

New forms may be secured by submitting Form AD-14, original and four copies, to the Administrative Services Division, Washington, D. C., and by complying with instructions contained in paragraphs 115.3 and 154.3.

(4) Forms not Stocked

Forms not stocked by the Central Supply Section (or G.S.A. supply centers) may be secured by submitting AD-14, original and one copy, to the Washington Administrative Services Division.

116 Post Office Department Contracts

Each year the Post Office Department negotiates term contracts for both blank and printed envelopes required for use by the Executive Departments and other establishments of the Federal Government. The Postmaster General only is vested with the authority to make contracts for the purchase from commercial sources of such blank and printed envelopes required by government activities. It is mandatory, therefore, that all envelopes purchased from commercial sources be purchased from such contracts as awarded by the Post Office Department.

#### 116.1 Types of Envelopes

The Post Office Department has prepared a schedule covering the awards of contracts, covering envelopes, copies of which are forwarded by the Administrative Services Division in Washington to each of the state offices for distribution in the field. The contracts contained therein cover envelopes, printed or blank, with or without windows.

#### 116.2 Authority

State Administrative Officers, and their alternates, are authorized to purchase envelopes, covered by existing contracts of the Post Office Department, direct without the prior approval of the Washington office.

#### 116.3 Method of Acquisition

Purchases of envelopes are consummated in the same manner as any other type of purchase made direct from the vendor, using purchase order form AD-38. For specific instructions, see paragraph 173.

#### 116.4 Special Envelopes

Should the necessity arise for the purchase of a special envelope not covered by any existing contract, since only the Post Office Department is authorized to contract for envelopes, it shall be necessary that such requirement for a special envelope be secured by means of a requisition, Form AD-14, transmitted to the Administrative Services Division, Washington, D. C. The requisition shall adequately describe the special envelope desired and be accompanied by at least 20 samples if possible, or, if not, 20 sketches of the type of envelope desired. The request should be accompanied by a brief statement as to the intended purpose for which the special envelope is requested and as to why no one of the standard envelopes covered by contract will meet the requirement. Upon receipt of the requisition in the Washington office, it shall be referred by the Administrative Services Division through the Division of Procurement and Property Management of the Department to the purchasing office of the Post Office Department for the awarding of the contract to cover the special requirement. In such instances the Post Office Department usually, upon awarding the contract, furnished the requisitioning bureau with a copy of the contract in order that that bureau may place purchase order direct with the contractor.

#### 116.5 Reports

Prior to the solicitation of bids for each contract period, the Post Office Department requests the various departments to furnish estimated requirements for that period. As it is impossible to determine the precise quantity of envelopes which will be required during such contract period, it has proven more practical to base estimated

## 116.5 Continued

requirements upon the previous requirements for similar period of time. Since the estimates of the Soil Conservation Service for both Washington and the field offices are included by the Department of Agriculture, together with the requirements of all its other bureaus, in order that the estimate may be furnished with the minimum of delay, each state office is requested to furnish the Administrative Services Division, Washington, D. C., a copy of each purchase order issued by the state office covering plain or printed envelopes purchased from the Post Office Department contracts. These copies are to be accumulated and submitted quarterly to the Washington office. Orders for special envelopes for a particular requirement not likely to recur or special orders, when it is anticipated similar orders will not recur during the next contract period, need not be submitted to the Washington office.

## 117 Government Printing Office

In addition to the various items considered by the government as printing and binding (see paragraph 154) there are also available to the government from the Government Printing Office various items of paper and plain envelopes (not including envelopes printed in the course of manufacture) (see paragraph 116) and miscellaneous stationery supplies including publications. See 5 AR 54.

## 117.1 Public Printer

The Public Printer, U. S. Government Printing Office, is authorized by law to procure under direction of the Joint Body on Printing and furnish upon request paper and envelopes (not including envelopes printed in the course of manufacture) for common use by two or more departments, establishments, or services of the government in the District of Columbia; reimbursement therefor to be made to the Public Printer from appropriations or funds available for such purposes. He, furthermore, is authorized to stock available to government activities miscellaneous stationery supplies. It is mandatory that the departments in the District of Columbia secure their requirements for such items from the Government Printing Office. Procurement from commercial sources will be prohibited unless such authority or release is granted by the Public Printer to do so. Although it is mandatory that these items be procured from this source for delivery to the various activities in Washington and although available to field activities if so desired, it is not mandatory that such field offices secure their requirements therefrom.

## (1) Types of Items Available

The various items of blank paper and envelopes available are those as listed in "Blank Paper and Envelopes, Stock Catalog and Price List of the U. S. Government Printing Office, Washington, D. C." Miscellaneous stationery supply items available are those listed in "Catalog and



117.1 Continued

Price List, Miscellaneous Supplies, U. S. Government Printing Office, Washington, D. C." Copies of each of the above referred to catalog and price lists will be referred to each of the state offices of the Soil Conservation Service.

(2) Method of Acquisition

Paragraph 154 outlines the procedure for procurement of printing and binding. The Government Printing Office will deliver other items referred to above as listed in its catalog and price lists, covering paper, envelopes, and miscellaneous stationery supplies direct to ordering offices.

117.2 Superintendent of Documents

The Superintendent of Documents, Government Printing Office, maintains stocks of various government publications for sale to the various federal activities and to the general public. Paragraph 156, Books, Publications, Periodicals, outlines the procedure for the procurement of publications desired by the field offices. In the event state offices are properly authorized under the above referred to paragraph and it has been administratively decided in the state office that purchase of the publication required may be made, the State Administrative Officer, or his alternate, may issue purchase order direct to the Superintendent of Documents, Government Printing Office, Washington, D. C., for the publication desired for direct delivery to the field office concerned.

118 National Industries for the Blind

There is quoted below G.S.A. Regulation I-II-302.04 which outlines the method of acquisition of blind-made products.

"Blind-Made Products. Certain blind-made items are carried in Administration stores stock. All Government agencies shall obtain their requirements of such items in accordance with the applicable provisions of section 307.00 of this Chapter."

See also 5 AR 53.

119 Miscellaneous Departmental and other Federal Contracts

Each year the Department of Agriculture and other federal departments enter into consolidated term contracts for various items of supplies, equipment, services not included under Federal Supply Schedule contracts. Some of these contracts are mandatory on all federal activities while others are mandatory only on the particular department awarding the contract or, possibly on all government activities in Washington. Although when such contracts may not be mandatory on field activities the privilege is extended in most instances to field activities which may desire to participate there-

## 119 Continued

under. In cases of mandatory contracts, it is customary for the department advertising for the commodity in question to secure the estimated requirements for that commodity from each of the other departments which are to participate thereunder. In such instances the Administrative Services Division in Washington shall notify the state offices of the contemplated contract in order that estimated requirements may be submitted for inclusion in the contract. Upon award of such contracts, copies thereof or contract bulletins or schedules containing such contract information shall be furnished each of the state offices concerned. The Administrative Services Division in Washington shall request from the Division of Procurement and Property Management of the Department copies of all departmental term contracts in sufficient quantities to permit distribution to each of the state offices which might be concerned in order that, although many are not mandatory on field offices, participation thereunder may be accomplished if desired.

## 119.1 Departmental Contracts

The Department has term contracts each fiscal year for film strips and for the making of motion picture prints both positive and negative. Since this type of material is under the supervision of the Division of Motion Pictures and because, in most instances, orders for this type of material require prior approval of that division, these contracts usually provide for issuance of the order in Washington and for delivery to Washington. Requests for such material, furthermore, are subject to prior approval of the Division of Information of the Soil Conservation Service. Therefore, requisitions shall be submitted by field activities through the state office to the Administrative Services Division in Washington. Upon distribution of copies of other contracts under which field offices may desire to participate, information shall then be furnished as to whether or not the State Administrative Officers, or their alternates, may or may not purchase direct from the contractor.

## 119.2 Gasoline, Fuel Oil (Diesel and Burner) Kerosene, Solvents (Drum, Tank-Wagon, Transport-Truck and Tank-Car Delivery)

The General Services Administration, through its regional offices, each year awards contracts covering all of these commodities except lubricating oils. Contracts covering the latter item are awarded by Armed Services Petroleum Purchasing Agency. These contracts are mandatory and are based on estimated requirements which each agency submits annually.

The submission of requirements to the General Services Administration is covered by 5 AR 56, a brief summary of which follows:



119.2 Continued

Submission of Requirements:

Estimates shall be prepared and submitted in original only on the following forms: GSA Form 211, Gasoline; GSA Form 212, Diesel Oil, Fuel Oil and Kerosene; GSA Form 213, Solvents.

- a. A separate requirement form, in original only, shall be submitted for each delivery point.
- b. Annual requirements for less than 2,000 gallons of gasoline, burner fuel or diesel oil, or 500 gallons of kerosene or solvent for one delivery point shall not be submitted.
- c. Contracts will be established by each G.S.A. regional office for requirements to be delivered within its area of jurisdiction.
- d. The requirement forms shall be submitted to the regional G.S.A. office serving the state in which the delivery point is located.

Such forms should be submitted so as to arrive on or before February 1 of each year showing the requirements for the succeeding fiscal year.

Once requirements have been submitted for a particular delivery point and requirements do not change for subsequent years, a statement to that effect will suffice. In other words, only changed requirements will be reported. Unit, minimum delivery quantities and specifications are set forth in the schedules issued by G.S.A.

The lubricating oil contracts cover practically every type of lubricating oil for which there would be a necessity including specially compounded oils for diesel engines. The contracts provide for the guarantee of each delivery to be suitable for the requirements for which intended. Excluded from these contracts are greases, high clear lubricants, and oils for use in sewing machines, typewriters, adding, calculating machines, etc.

Furthermore, the contracts do not provide for purchases of any lubricating oil in quantities of less than one gallon. Should a special need develop for tank wagon or drum delivery of oil not covered, since the contract as awarded by the Armed Services Petroleum Purchasing Agency is mandatory, it shall be necessary that a requisition be submitted to the Administrative Services Division in Washington in order that clearance may be secured to permit procurement of the special requirement from other sources.

119.21 Lubricating Oil

Estimated requirements in duplicate for lubricating oil and a state-

119.21 Continued

ment of the number of copies of schedules required for use within the state should be submitted to the Washington Administrative Services Division. These estimates will be forwarded through the Division of Procurement and Property Management, Office of Budget and Finance, to the Armed Services Petroleum Purchasing Agency.

The state offices will be notified each year as to the date of submission of estimates by the Washington Administrative Services Division. Upon award, copies of the contracts will be distributed by the Washington Administrative Services Division.

119.22 Defaulting Contractors (Lubricating Oil)

A. Purchases cannot be made against the account of defaulting contractors until the contractor's right to proceed has been formally terminated by the government. The contractual right granted the government, under Clause 11 of the General Provisions, to terminate for default may be exercised only by the contracting officer of the Armed Services Petroleum Purchasing Agency.

B. When any contractor has defaulted on deliveries and the ordering activity considers it in the best interests of the government to formally default the contractor, the ordering activity shall report the following to the offices indicated below.

1. Contract number
2. Item number
3. Date written order was forwarded contractor
4. Probable date contractor received written order
5. Order number
6. Quantity ordered
7. Date delivery was to be made
8. Reason, if any, given by contractor for his delay or default
9. Date replacement supplies are needed

Such report may refer to the above nine categories by number reference. After reporting the ordering activity must refuse to accept any deliveries tendered by the defaulting contractor. Reports should be forwarded through the Washington Administrative Services Division to the Armed Services Petroleum Purchasing Agency.

C. Upon timely receipt of such information the Armed Services Petroleum Purchasing Agency will, if advisable upon the evidence presented, formally default contractor and then advise the ordering activities that ASPPA is either purchasing desired supplies or is authorizing local purchase against the original contractor's account. Additional instructions, if any, concerning the default action will be forwarded at the same time.

D. To provide evidence of the excess costs to be assessed against the defaulting contractor, copies of all delivery orders upon both the

119.22 Continued

defaulting contractor and the substitute "open market" supplier must be sent to ASPPA. Such copies will be forwarded to the ASPPA through the Washington Administrative Services Division.

119.3 Gasoline - Lubricating Oil (Service Station Delivery)

The term "service station delivery" as applying to gasoline, oil, means the delivery by an attendant of a service station of motor fuel directly into the tank, or lubricating oil directly into the crankcase of government-owned or operated, motor-propelled vehicles. The General Services Administration negotiates contracts for service station delivery of gasoline and oil. Such contracts cover the 48 states and the District of Columbia. Multiple contracts are consummated in given localities to provide the greatest convenience and practicability to obtain service throughout the various states and the District of Columbia. In rather rare instances, however, awards may not be made to cover a particular limited area. In such cases, purchases may be made in the open market until a Federal Supply Schedule contract has been awarded. (See 5 AR 66 (2).)

It is the policy of the Service to purchase regular grade motor fuel only. Federal Specification VV-M-561a covers this type gasoline. Premium, high test or "Ethyl" motor fuel may not be purchased.

Additional Service - Item Available

(1) In addition to gasoline and oil, under these service station deliveries accessory services, such as washing, lubricating of equipment, tire and tube repairs, cleaning of air or other filters, battery service and the furnishing of accessory equipment normally available to the public in general, are available to government activities. The provision for this accessory service, however, does not contemplate purchase of tires, tubes, batteries, chains, or other items covered by mandatory Federal Supply Schedule contracts which normally shall be purchased from the mandatory contract concerned. (See 112.1 (1).)

When accessory services are so required under the service station contracts, each rendered accessory service shall be specifically itemized on the delivery ticket and invoice of the contractor, and at price not to exceed prevailing price in effect at the time and place where the service was received, less all applicable discounts.

(2) Where necessary or advisable courtesy cards such as those ordinarily furnished the general public may be obtained from Federal Supply Schedule contractors. However, the promiscuous use of such courtesy cards can frequently lead to abuse and it will be the definite responsibility of the administrative officials of each state to properly control the issuance of the cards and have all purchases of gasoline, oil, etc., adequately accounted for.



119.4 Coal

Each year the Administrative Services Division in Washington shall specifically request the state office to submit estimated coal requirements (for carload or greater delivery) for activities within the state. Estimates upon receipt in the Washington office shall be forwarded through the Division of Procurement and Property Management, Office of Budget and Finance, for inclusion in consolidated advertisements and subsequent contracts, to the General Services Administration.

Copies of the contracts or bulletins containing contract information are furnished the Administrative Services Division in Washington and shall be transmitted to the state offices, which shall, at the time contract is furnished, be advised as to the method of procuring the coal covered thereby. Requirements for coal in quantities of less than carloads shall be obtained either by open market purchase (see paragraph 120) or by individual local contracts.

120 Open Market Purchases

(1) Section 3709, Revised Statutes, provides that except as otherwise provided by law, all purchases and the contracts for supplies or services in any of the departments of the government, except for personal services, shall be made by advertising a sufficient time previously for proposals respecting the same, when the public exigencies do not require the immediate delivery of the articles or performance of the Services.

(2) Advertising is not required where the aggregate amount involved is not in excess of the amount specified by law as being available for expenditure without regard to Section 3709 or where it could not, from the nature of the article or service, result in competition or where it would be plainly ineffective to reduce expenses. Illustrations of such conditions are as follows:

The articles wanted are patented or copyrighted and not on sale by dealers but by the owners of the patent or copyright or their agents or assigns at a fixed and uniform price.

There is only one dealer within a practicable distance from whom the articles can be obtained.

Prices or rates are fixed by legislation either federal, state, or municipal, or by competent regulation.

Previous advertising for the identical purchase has produced no proposals or only such as were unreasonable, and under circumstances indicating the futility of further advertising.

(3) Advertising may also be dispensed with and purchase made in the open market where an emergency of the service existing prior to the

120 Continued

order will not admit of the delay incident thereto. (See 130.)

(4) The term "open market purchases" as used herein and following paragraphs applies only to those purchases effected without advertising.

(5) The aggregate amount specified by law (Public 152, 81st Congress, 1st Session) as being available for expenditure without regard to R. S. 3709 is \$500.00. This legal limitation may, from time to time, be superseded by specific legislation or by appropriation act language, at which time notice will be given for appropriate change (temporary or permanent) in this section of the handbook.

## 121 Price Inquiry

Prices for purchases to be made in the open market shall be obtained by informal price inquiry. Such inquiry shall not be considered as advertising for bids. Prices secured by means of informal inquiry shall not be considered as bids. Prices so obtained shall be considered merely as indication as to the price at which the particular item in question is available. As to the Department policy regarding price inquiry, see 5 AR 66.

### 121.1 Method of Price Inquiry

Price inquiry may be made by oral solicitation either by telephone or by personal contact. Should the vendor from whom prices are desired be located in another city, thus making oral solicitation inconvenient or uneconomical or for other reasons, price inquiry may be made by mail. Form SCS-136 is prescribed for use in such instances. The price secured orally should be made a matter of record by the office securing same. Notation should include the vendor called and the date the price secured. This information shall be retained in the purchase order file in the office issuing the order.

### 121.2 Extent of Inquiry

Where the amount for expenditure is within the open market limitation, competition and advertising are legally unnecessary. Authority to dispense with advertising, however, shall not be construed as authority to dispense with reasonable price inquiry. The extent of the inquiry, if any, will be governed by the circumstances and type of the purchase.

### 121.3 List of Prospective Bidders

Commercial concerns may request that their names be placed on the mailing list to receive inquiries for prices on the various items for procurement. Unless the concern is debarred from bidding on government requirements, such requests shall be complied with to the extent it is

121.3 Continued

reasonably practical. Upon receipt of notice of the debarment of any concern whose name appears on the mailing list, inquiries from that concern shall be discontinued for the period of that concern's debarment.

121.5 Delegation and Redelelegation

The authority stated in paragraph 120 may be exercised by each State Administrative Officer in the full amount of \$500.00, except as provided in paragraph 122. The authority may be redelegated to any office in any amount up to \$500.00 considered proper by the state office. There shall be filed with the Washington Administrative Services Division - and kept current - a statement from each state as to redelegations made under this authority, in the exercise of which the following standards are to be observed.

1. Only such authority as will be used sufficiently frequently to warrant the redelegation shall be passed on to offices below the state level.
2. Redelelegation is to be made only to those offices which have personnel sufficiently trained and experienced to use the authority in proper fashion.
3. Each state office will be expected to furnish offices to which authority is redelegated adequate instructions to insure proper administration.

122 Prohibited and Restricted Open Market Purchases

Listed below is a resume of instances where routine open market purchases (as distinguished from emergency open market purchases, see paragraph 130) may not be made except as individually (and briefly) noted.

1. Items of foreign origin except as provided in 122.3. (See also 5 AR 283 and G.S.A. Regulation I-II-201.02.)
2. Twine, ". . . except to provide materials required in or incident to research or experimental work where no suitable domestic product is available. . . ." (See 5 AR 96.) Manila, sisal hemp, etc., are not of domestic origin.
3. Items covered by mandatory Federal Supply Schedule contracts except as provided in each schedule (most schedules provide a \$25.00 exemption) and except for purchases made under emergency circumstances which must be justified in writing in a manner satisfactory to the General Accounting Office, or unless a prior clearance has been obtained from the General Services Administration. See 5 AR 51 et seq., and G.S.A. Regulation I-II-303.02.



122 Continued

4. "Restricted" items as enumerated in 5 AR 112, also 106, 112.7 and 112.9 this handbook.
5. Items manufactured by National Industries for the Blind. Orders for \$25.00 or less may be purchased without clearance unless procurement is required to be made from G.S.A. stores stock. See 118 this handbook; 5 AR 53 and G.S.A. Regulation I-II-307.04.
6. Items manufactured by Federal Prisons, Inc., except "when a single order totals \$25.00 or less, when the requirement is otherwise covered by clearances granted in the schedule of products available, and when procurement is not required to be made from G.S.A. stores stock." (5 AR 52 b.) See also 114 this handbook and G.S.A. Regulation I-II-308.
7. Articles of a personal nature except as provided in 106 (1) this handbook. See also 5 AR 92.
8. Items available from Federal Stores Stock except as provided in 113 this handbook. See 5 AR 50 b (6) (b) and G.S.A. Regulation I-II-302.02.

122.1 Split Purchases

Requirements, the total cost of which exceeds the open market limitation, shall not be split so as to bring the individual purchase thereof within the open market limitation.

122.2 Continuing Services

Services or purchases of a continuing nature where the total expenditure during a given fiscal year will not exceed the open market authority of the appropriation involved, may be handled as outlined in 230. See also 5 AR 66 a and 341.

122.3 Purchase of Foreign Materials

A comprehensive treatment of this subject is contained in 5 AR 283. This includes definitions, exemptions, the differential established by the Secretary and the procedures for making purchases of this type.

It should be emphasized that the evaluation differentials contained therein are confidential (283 c (2)). The provisions pertain principally to contract purchases but are equally applicable to open market purchases. In purchasing from other government agencies or contracts awarded by such agencies, consideration need not be given to foreign materials since proper compliance with the law is the responsibility of such agency prior to award or purchase.

122.3 Continued

The syllabus of a recent decision of the Comptroller General (32 C. G. 309) states:

"Books, periodicals, magazines, newspapers, etc., are subject to the foreign product purchase restriction of the Buy American Act. 12 Comp. Gen. 618 overruled."

The Administrative Regulations (5 AR 283) are being amended to delegate authority to determine and certify as to nonavailability of domestic products to all State Conservationists or persons lawfully acting in their capacities.

130 Emergency Purchases

When the public exigencies require the immediate delivery of articles or performance of services, the articles or services required may be procured in the open market in the manner in which such articles are usually bought and sold or such services engaged between individuals. As "exigency" is a sudden or unexpected event; a perplexing contingency or complication of circumstance; or a sudden or unexpected occasion for action. The small purchase procedure and cash purchase plan authorized herein are not intended to transfer the purchasing authorities and responsibilities of the state offices to the work units, work groups, and other offices administratively attached to the state office. However, the instructions relative to preparation and distribution of purchase orders, receiving reports, etc., which are prescribed for the state office proper are also applicable to those other offices which issue their own purchase orders. The procedures are intended solely to state a facilitating procedure that would enable work groups and work unit offices to procure on credit urgently needed materials, supplies, or services where circumstances would not permit the normal requisitioning procedure through the state offices or where the amount of the purchase was so small as to make it more practicable to pay cash and claim reimbursement. They do not contemplate a multiplicity of miscellaneous purchases which ordinarily would be procured through the state office by requisition. See 5 AR 66 b (1).

140 Exchange

The Department of Agriculture, under Public Law 152 (40 U.S.C. 481 (c)) and regulations issued by the General Services Administration, is authorized to exchange or sell similar items and apply the exchange allowance or proceeds of sale in whole or in part payment for the property acquired, provided that any such transaction shall be evidenced in writing. The term "similar items" is defined below, however, it should be noted that previous restrictions as to the specific items which could be exchanged under various statutes have been entirely superseded by Public Law 152. Under the authority of this statute the

140 Continued

only requirement is that the items to be exchanged are within the definition of "similar" as stated below under "Definitions". The required "evidence in writing" may be in the form of a statement on the purchase order, where the purchase precedes the sale, or, if the sale is the first transaction, on the sale papers.

#### 140.1 Definitions

"The term 'excess property' means any property under the control of any Federal agency which is not required for its needs and the discharge of its responsibilities, as determined by the head thereof.

The term 'surplus property' means any excess property not required for the needs and the discharge of the responsibilities of all Federal agencies as determined by the Administrator.

The term 'acquire' means procure, purchase, or obtain in any manner, including transfer, or manufacture or production at Government-owned or operated plants or facilities."

"Similar" is defined in the Departmental Regulations (5 AR 248 c (1)) as follows:

"(1) Similarity of items..Items of \*--personal property--\* may be exchanged for, transferred, or sold in the acquisition of, similar \*--personal property--\* only. Items shall be deemed similar when:

(a) They are substantially alike in all material aspects and characteristics, excluding, however, condition, year model, size, or capacity, and manufacturer;

(b) The Head of the Department, or his representative duly authorized for the purpose, finds in writing that the items resemble each other in most material aspects and characteristics and are adaptable to the same or comparable uses, which finding shall support each purchase document covering property acquired pursuant thereto (the agency head's recommendation outlining the facts for consideration should be submitted to the Office of Budget and Finance); or

(c) They constitute parts of or for assembled items, or are containers for items, which items are similar within the meaning of (a) or (b) above."

This definition is the same as that appearing in G.S.A. Personal Property Regulation No. 6 except for a portion under (b). When it is necessary to obtain a finding in writing, as provided for in (b), a statement or justification or explanation should be forwarded to the Washington Administrative Services Division for further processing through the Administrator's office as required by the regulations.



140.2 Scope

Exchange of personal property by executive agencies and the application of the exchange allowance or proceeds of sale of personal property in the acquisition of personal property by executive agencies under section 201 (c) of the act shall be made only in accordance with the provisions of this regulation.

140.3 General Authorization

Subject to the provisions of this regulation, executive agencies are hereby authorized, in acquiring personal property within the United States or elsewhere, to exchange or sell similar items and apply the exchange allowance or the proceeds of sale in such cases, in whole or in part payment for the property acquired.

140.4 Exchanges and Transfers Between Executive Agencies

In acquiring personal property, executive agencies may exchange similar items with, and transfer similar items to, other executive and federal agencies upon such terms as may be agreed upon by the agencies concerned, transfer funds in accordance with such terms, and apply the exchange allowance or proceeds of transfer in whole or part payment for personal property acquired. Funds transferred as representing the difference in value between items so exchanged shall be covered into miscellaneous receipts by the transferee agency unless (1) other disposition is authorized by law, or (2) acquisition of items in addition to the items received in exchange is required for the performance of the tasks or operations in which the similar items exchanged would otherwise have been used.

140.5 Restrictions and Limitations

(a) This regulation authorized the application of exchange allowances or proceeds of sale in whole or part payment for personal property acquired only when:

1. The items sold or exchanged are similar to the items acquired (see definition above for clarification of the word "similar".)

2. The items acquired are to be used (whether or not intended for additional use) in the performance of all or substantially all of the tasks or operations in which the items exchanged or sold would otherwise be used, but the items acquired need not be the same in number nor used in the same location as the items sold or exchanged; provided that the limitation prescribed in this paragraph (2) shall not apply with respect to parts or containers; and provided further that detailed cross-identification between old and new items will not be required in the absence of specific requirements of law, but in the absence of such cross-identification, there shall be furnished to the General Accounting Office sufficient accounting data to establish

140.5 Continued

that the items acquired were similar to the proceeds of sale applied in whole or part payment of property acquired were in fact available for such application, and that the transaction was otherwise in accordance with the provisions of this regulation; and

3. There has been at the time of transfer or sale an administrative determination to apply the exchange allowance or proceeds of sale in acquiring property in accordance with this regulation, which determination shall support each schedule of collections covering such proceeds of sale.

This regulation shall not be construed to authorize;

1. The acquisition of personal property by an executive agency when such acquisition is not otherwise authorized by law;

2. The acquisition of personal property by an executive agency in contravention of any restriction upon the procurement of a commodity or commodities, or any replacement policy or standard, prescribed by the President or by the Administrator pursuant to the act;

3. The purchase or acquisition of personal property otherwise than under a consolidated purchasing or stores program of Federal Supply Schedule contract where procurement under such program or contract is required by regulations or other directives prescribed by the Administrator; provided, that an executive agency acquiring an item or items under and in accordance with such program or contract may sell or exchange similar items and apply the exchange allowance or proceeds of sale as provided in this regulation; or

4. The sale, transfer, or exchange of excess or surplus property in connection with the purchase or acquisition of personal property; provided that an executive agency obtaining items of excess or surplus property as authorized by law may thereafter exchange or sell such items and apply the exchange allowance or proceeds of sales in accordance with the provisions of this regulation.

(b) Washington Approval

1. All items under 5 AR 42 b (3); (2) Books and periodicals (Librarian) 2 AR 35).

The approval required by (b) (1) and (2) above applies primarily to the acquisitions of the items enumerated; however, since an acquisition is always involved in the case of an exchange the necessary approval must be obtained before the transaction is initiated.

140.6 Cash Offers

The policy of the Department is stated in 5 AR 248 e:

140.6 Continued

"While it is permissible to solicit either a cash or an exchange offer for any item the exchange of which is authorized by this regulation, it shall be the policy of this Department to solicit both cash and exchange offers in transactions covering these items unless:

(1) Recent solicitation for identical items has produced only one type of offer under circumstances indicating the futility of further advertising for any other type of offer; or

(2) Solicitation of both types of offers for the \*--personal property--\* to be replaced would be plainly ineffective in reducing the cost of the acquisition, e.g., by reason of existing commercial practice with respect to exchange or sale of such items. However; (a) items may be exchanged or transferred between agencies, as provided in subparagraph d above, without solicitation of bids, (b) bids need not be solicited when the personal property sought to be acquired may be procured without solicitation of bids under applicable laws and regulations, or (c) cash bids need not be solicited when the items sought to be sold or exchanged may be disposed of without solicitation of bids under applicable laws and regulations.

When both cash and exchange offers are obtained, only the offer or combination of offers resulting in the lowest net cost of the \*--personal property--\* being purchased shall be accepted."

140.7 Solicitation of Bids

Personal Property Regulation No. 6 requires that bids (cash and/or exchange) be solicited. Paragraph 7 which covers this subject is as follows:

"In exercising the authority granted herein, executive agencies shall at all times consider the interest of the Government in obtaining the maximum return from items exchanged or sold. In disposing of personal property hereunder executive agencies shall solicit both cash and trade-in bids except that -

a. Items may be exchanged or transferred between agencies without solicitation of bids; (see 140.4)

b. Bids need not be solicited when the personal property sought to be acquired may be procured without solicitation of bids under applicable laws and regulations;

c. Cash bids need not be solicited when the items sought to be sold or exchanged may be disposed of without solicitation of bids under applicable laws and regulations;

d. Both types of bids need not be solicited when recent solicitation for identical items has produced only one type of offer under circumstances indicating the futility of further advertising for any other type of offer;



140.7 Continued

e. Both types of bids need not be solicited when such solicitation for the items to be sold or exchanged would clearly be ineffective in reducing the cost of the acquisition, e.g., by reason of the existing commercial practice with respect to exchange or sale of such items."

140.8 Multiple Trade-ins - Exchange or Sale of More than One Item

Departmental Regulation 5 AR 248 c (2) does not require that the items acquired be the same in number or used in the same location as the items sold or exchanged. It does require, except for parts or containers, that they be used in the performance of all or substantially all of the operations in which the items sold or exchanged would otherwise be used.

The exchange or sale of equipment actually excess to the needs of the Department is prohibited. Such excess equipment should be disposed of in accordance with 655 and 675 of the handbook.

142 Credit - Exchanges

Where the purchase involves solicitation of bids and a subsequent contract, the exchange or sale is evidenced in writing in the accepted bid or bids by an item covering trade-in allowance or cash offer. This is followed up on the purchase order and subsequent voucher or in the Schedule of Collections, S.F. 1044.

Where bids are not solicited and the purchase is made in the open market or from an existing contract, the purchase order and subsequent voucher show the purchase item less trade-in allowance on the exchange item.

Under similar circumstances, but where the purchase of new equipment involves the sale of old equipment, in which case there are two separate transactions, appropriate cross reference should be made:

1. If the purchase is the first transaction, the requisition and copies of the order should indicate the approximate number of pieces to be sold, and the approximate amount of proceeds to be applied against purchase price. Actually, G.A.O. Accounts and Procedures Letter 14207, dated August 2, 1949, does not require this information, but it is considered an easy way to keep all concerned advised as to plans, etc. It is definitely not necessary to list equipment to be sold in any way, as has formerly been required.

2. If the sale is the first transaction, the sale papers are to contain a statement indicating an administrative intent to replace within a period not to exceed the fiscal year following that in which the sale is made.

## 142 Continued

dated June 19, 1953, has again revised the regulations governing the availability of proceeds of sale of personal property.

The pertinent portion of this memorandum is as follows:

"2. Time Limitation. Except as otherwise specifically authorized, all funds obtained from the sale of personal property will be available during the fiscal year in which the sale is made and for one fiscal year thereafter for obligation for the purchase of similar replacement items of personal property. The extended period of availability is applicable to sales proceeds presently held by the agency which would become unavailable under previous procedure during the fiscal year 1954."

For further information on exchanges (particularly where advertising and the awarding of contracts are involved, see 242.)

## 143 Description and Location

In the solicitation of exchange allowances and cash offers on an article proposed for exchange in connection with the procurement of the new article, solicitations for exchange and cash offers shall adequately describe the article for exchange. Description of the article offered shall indicate the make, model, age, serial number, manufacturer's number, or any other identifying numbers which may assist in the proper identification of the article. Since the item may be inspected by prospective bidders, mention as to the condition of the article should not be indicated since such opinion, if expressed by the government, possibly might have some influence over the amounts offered. Since the prospective bidders may, if they desire, inspect the article offered, solicitation for offers should specifically state where and when the article offered for exchange may be inspected. When so stated, the article offered should not be removed from the specified point during the time declared for its inspection. Upon completion of the exchange or sale and upon notification to the successful bidder that the equipment is available, the item shall not be moved from the location specified in the agreement.

## 144 Application of Discounts

Upon acceptance of trade-in allowance for old equipment on the purchase of a new article in the event the purchase price of the new article is subject to the trade discount and/or time discount for payment within a specified time, such discounts shall be figured on the gross cost exclusive of the trade-in allowance, unless such discounts are otherwise specifically stated by the vendor in submitting trade-in allowance.

## 150 Special Items

Heavy equipment, boats, scientific, experimental and engineering equipment (not covered by Federal Supply Schedule contracts), printing and

150 Continued

binding, books, publications, periodicals, maps, certain items for duplicating and duplicating materials are for procurement or approval by the Washington office only, unless otherwise specifically authorized. The restriction on engineering equipment does not apply to levels, transits and alidades, which are authorized for purchase by the State Administrative Officer, or his alternate.

## 150.1 Authority to Purchase Surplus Property

State Administrative Officers are authorized to purchase supplies and equipment from surplus property disposal agencies or other available government sources of supply, subject to the same restrictions as outlined in paragraph 106 for new property from commercial sources.

Any passenger-carrying vehicles purchased under this authority are subject to all statutory limitations applicable to the purchase of similar vehicles from other sources or under other procurement procedures.

It will be expected that the purchase of any special purpose equipment not heretofore used by the Service will be cleared with the Washington office.

## 150.2 Authority to Purchase Used Heavy Equipment and Farm Machinery

State Administrative Officers, or their alternates, are granted authority, equal to the contracting authority conferred upon them, to purchase used construction and heavy farm machinery, such as combines, binders, land levelers, scrapers, heavy disc plow and harrows, grain, grass and fertilizer drills without prior approval.

This authority, however, is subject to the policy restrictions of the Department as set forth in 5 AR 345 a:

"Policy. It is the policy of this Department that used or re-conditioned equipment (not replacement parts for mechanical equipment, such as reconditioned motors for automobiles, et cetera) is not to be purchased when new equipment is available at a reasonable cost. New equipment is generally sold by persons having an interest in customer satisfaction; also, the purchaser of new equipment is reasonably sure of getting quality commensurate to the price. In addition, responsibility is more easily fixed than when used equipment is purchased."

See also 241.1 for information on specification provisions.

## 151 Heavy Equipment

Heavy equipment consists of but is not necessarily limited to the following:



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Trucks, trailers, semi-trailers, passenger cars, tractors, tractor trail builders, road, motor-propelled and elevated graders, terracing machines, carry-all scrapers, road and sheeps-foot rollers, and all other similar road building equipment, power shovels, draglines, hoists, concrete mixers, limestone pulverizers, rock crushers, compressors (except tire inflation type), electric welders, combines, threshing machines, and other similar types of heavy farm machinery.

A field office having requirement for such heavy equipment shall consider the possibility of utilizing an old piece of similar equipment which has exceeded its term of efficiency and economic use for the purpose of trade-in. (See paragraph 140.) In the absence of an available trade-in within the state, the Washington office shall so be advised so that such used equipment of some other state may be applied if available for that purpose.

#### 151.1 Passenger-Carrying Vehicles, Trucks and Pickups

Quoted below in part is 5 AR 111.10. For more complete information, definitions, and citations to Comptroller General decisions, refer to this subsection of the Administrative Regulations.

"New Motor-Propelled Vehicles. Purchases by the Federal Supply Service. Agencies within the continental United States and Alaska shall procure through the General Services Administration the following new motor-propelled vehicles for the carriage of passengers and freight:

Passenger automobiles, station wagons, carryalls, ambulances, buses, motorcycles, motor scooters, trucks of less than 25,000 pounds gross vehicle weight, and trailers of not less than 5 tons and not more than 12 tons pay load. (See also \*--subparagraph h below, and 5 AR 611.3.--\*)

Procurement Time Schedule. Purchase authorities, in accordance with the procedures outlined in subparagraph c below, shall be submitted to GSA in accordance with the schedule of submission dates shown below:

<u>Category and Type of Vehicle</u>	<u>Final Date for Submission of Agency Purchase Authorities</u>
(1) Passenger cars, ambulances, motor scooters, motorcycles, station wagons	10th of each month
(2) Carryalls, Trucks, (panel, sedan delivery and pickup), jeeps, power wagons	20th of each month
(3) Other trucks, trailers and buses	Last day of each month

## 151.1 Continued

Bid opening dates normally will be from 35 to 40 days after the monthly submission date shown. Approximate time of delivery will range from 30 to 75 days after issuance of purchase order by GSA.

In order to afford sufficient time for the orderly completion of purchases before June 30 each year, purchase authorities against a current year's appropriation should be forwarded to GSA for receipt there by May 10 for vehicles in category (1), May 20 for vehicles in category (2), and May 30 for vehicles in category (3). (See also 5 AR 386.)

Emergency Needs. Special consideration will be given to justifiable emergency requirements, but in such cases adequate justification for individual purchase action must accompany the purchase authority."

To expedite handling, all requests for motor vehicles originating in the state office be prepared on Form AD-38 "Purchase Order" in lieu of Form AD-14 (Requisition). Include all automobiles for the same destination on one purchase order, light trucks in the same manner on a separate order, and all other trucks on still a third order so that they may be forwarded to GSA-FSS according to the schedule of dates outlined above.

The order number, date and signature blocks should be left blank and the complete set with carbons transmitted to this office. A requisition number should be assigned, however, for identification purposes and the sufficient funds stamp should be indicated on the "Accounting" and "Issuing Office File" copies.

In our procurement procedure for acquiring automotive vehicles, we, perhaps, have not availed ourselves of specification options which will be most advantageous for operation and maintenance. For example, we have not been specifying the rear axle ratio desired and consequently have been getting what the manufacturer ordinarily supplies in the locality. It is true, however, not all manufacturers have optional rear axles for automobiles and light duty trucks.

There are enumerated a few of the things we can do to improve our specifications when preparing purchase orders. The following Federal Specifications cover most of the vehicles we have occasion to purchase. Everyone concerned with ordering motor vehicles should be acquainted with these specifications.

Interim Fed. Spec. KKK-A-811 (GSA-FSS) Automobiles (100--145 inch Wheelbase) - for use in ordering all classes of automobiles.

Fed. Spec. KKK-T-716a - Trucks; gasoline engine, 4 wheels, 2 rear wheel drive, 4200 pounds GVW. For use in ordering  $\frac{1}{2}$  ton pickups, sedan deliveries, etc. A  $\frac{3}{4}$  ton truck may be obtained by specifying a minimum of 5700 lb. GVW.

## 151.1 Continued-2

Fed. Spec. KKK-T-719 - Trucks; gasoline engine, 4 wheels, 2 rear wheel drive, 6400 lbs. GVW. For use in ordering 1 ton trucks.

Fed. Spec. KKK-T-720 - Trucks, gasoline engine, 4 wheels, 2 rear wheel drive, 10,000 lbs. GVW. For use in ordering 1½ ton trucks.

Fed. Spec. KKK-T-701b - Trucks; gasoline engine, 4 wheels, 2 rear wheel drive, 15,000 lbs. GVW and over. For use in ordering 2 ton trucks and up according to GVW specified.

In ordering a truck for a specific purpose, the ton rating is nominal whereas the gross vehicle weight is the determining factor governing how the truck is constructed. Some manufacturers will increase the nominal classification simply by increasing the size of tires and capacity of springs while others will increase the weight of frame as well. We should, therefore, carefully consider the requirements for which the truck is to be used and specify the minimum GVW acceptable. For pickup trucks used primarily for personnel transportation, it obviously would be difficult to justify specifying a minimum GVW greater than 4200 pounds. However, we are justified in specifying larger size tires than are ordinarily supplied with a truck of this size, if required for proper flotation in off-the-road service.

It is recommended that the latest specifications of the more popular makes of automobiles and trucks be reviewed before ordering in order to know what optional equipment is available. Comparative truck and automobile specifications can be found in a number of commercial journals. The advice and assistance of our traveling mechanics should not be overlooked in selecting vehicles as they have an intimate knowledge of the operating conditions and service requirements.

There are some options in the way of equipment which may be had at no extra cost but most do add to the cost of the vehicle. For that reason only those features which will result in lowered operating and maintenance costs should be considered in the interest of economy. However, it is recognized that in certain localities the proper selection of axle ratios, 4 speed transmissions, oversize radiators and fans, etc., is essential.

In order that there be some uniformity in nomenclature, purchase orders for motor vehicles submitted to the Washington Administrative Services Division should be worded according to the samples given below.

Automobile: 4 door sedan (or 2 door sedan, etc.); latest standard production model to be in accordance with Interim Federal Specification KKK-A-811 (GSA-FSS) Type I, Class D (or Type II, Class A, if medium weight) except as equipped and specified as follows:



151.1 Continued-3

1. Painted Gray Vineyard Green - Fed. Spec. TT-C-595, Spot #1420
2. Oil filter - Fed. Spec. F-F-351, Type I, Class 2, Heavy Duty, Junior Size
3. Rear axle ratio nearest to \_\_\_\_\_ to 1
4. Tires, 6.70 x 15 - 4 p.r. on wide base rims (7.10 x 15 - 4 p.r. for Type II; Class A)
5. (continue with special accessories desired)

Truck: Pickup body (or sedan delivery, stake body, etc.), minimum GVW 4200 lbs., (4000 lbs. for sedan delivery); latest standard production model to be in accordance with Federal Specification KKK-T-716a, except as equipped and specified as follows:

1. Painted Gray Vineyard Green - Fed. Spec. TT-C-595, Spot #1420
2. Oil filter - Fed. Spec. F-F-351, Type I, Class 2, Heavy Duty, Junior Size
3. Rear axle ratio nearest to \_\_\_\_\_ to 1
4. Tires, \_\_\_\_ x \_\_\_\_ - \_\_\_\_ p.r. on wide base rims
5. Front and rear bumpers
6. (Extra seat if desired in sedan delivery)
7. (continue with special accessories desired)

Trucks under other federal specifications should be specified following the same pattern. For the larger trucks with stake, platform or dump bodies give minimum length or capacity of body desired and minimum CA (cab to axle) dimension. Unless COE (cab over engine) type is specified it is assumed the conventional type of truck is desired.

In the examples above the Federal Specification TT-C-595, Spot 1420, for Gray Vineyard Green, covers the standard Soil Conservation Service color the same as we have been specifying in the past. The oil filter specification is new and the Type I, Class 2, is the equivalent of the old military type filter. It is of the replaceable element type and of a size suitable for standardization on all our vehicles with engines up to 255 cubic inch displacement.

Every effort should be made to place the bulk of your orders in the first quarter. By so doing advantage can be taken of minimum carload freight rates where deliveries of units, in multiples of four, can be

## 151.1 Continued-4

made to single destinations. When deliveries of single vehicles are called for we run the risk of having them delivered by a certified drive-away company, particularly over long distances. These drive-away companies are recognized by and acceptable to GSA. They can often deliver at a lower rate, on one or two vehicles, than other means of transportation. We wish to avoid having our vehicles driven over the road, except short distances by our own drivers.

The numerical and unit cost limitations governing the Service are also stated in 5 AR 111.10 and are partially quoted below:

"Numerical Limitations. The annual Agriculture Appropriation Act establishes a single total limitation on the number of cars which can be purchased or otherwise acquired by the Department for use outside the District of Columbia during the fiscal year. However, additional vehicle acquisitions may be authorized in supplemental appropriation acts or other laws. Each agency of the Department is advised, through the allotment process, of the number of passenger motor vehicles which it may acquire in each fiscal year for use both in the field and in the District of Columbia.

Limitation on unit cost. \*--There is a limitation fixed by law (Section 16, Public Law 600 - 79th Congress, and a provision carried annually in the Independent Offices Appropriation Act) on the amount that may be expended for any single passenger-carrying vehicle. The cost of the vehicle plus the cost of any added accessories shall not exceed the statutory unit-cost limitation (currently \$1400) applicable at the time of the purchase."--\*

Pursuant to this regulation, the total number of cars assigned to the Soil Conservation Service by the Department will be allocated among the various state offices and each will be advised yearly as soon as this determination has been made.

## 151.2 Accessories - Repair - Replacements - Maintenance

Because of the limitation on the amounts which may be expended under paragraph 151.1 above, care must be taken that the cost or value of any original accessories installed does not cause the total price of the car completely equipped for operation to exceed the statutory figure.

In this connection, it must be remembered that the cost of any original accessories, within the meaning of those covered in 19 C. G. 988, installed on a particular unit, even though furnished from stock, from another unit, or secured from some source other than outright purchase, must be considered as part of the cost for purposes of compliance with the statutory price limitation.

151.2 Continued

Generally, only accessories required for the safe and efficient operation of equipment are to be procured. In all instances where purchase is made under advertised specification, any accessories required in the operation of the equipment should be included as a part of the specifications, and secured under the purchase agreement for the basic equipment.

The following items are considered as repairs as distinguished from accessories:

batteries (replacements), battery charging and rental, accessories (replacements), painting and reconditioning; reconditioning and repairing of parts, repair labor, repair parts, washing, polishing, waxing, towing (if for the purpose of repair.)

Excluded from the list of items considered as accessories or repairs are the following items, purchase of which should not be included in the purchase price limitation or repairs, which are considered as for use in, on, or with, passenger cars and which are for the convenience, comfort, or safety of the passenger but not permanently attached to or installed on the car:

tire chains, towing chains, fire extinguishers, flares, robes, seat covers, etc.

Maintenance and operating expense of a passenger car are excluded from legislative limitation and consist of the following items:

garage rental, gas, oil, grease, greasing, salary of operator, storage, tubes, tires, tire and tube repairs, tire linings, tire replacements, chains, towing (if for other than repair.)

(1) Authority

Although the original purchase of passenger-carrying equipment is restricted to the Washington office only and the cost of accessories therefor is to be added to and considered as a part of the total cost of the unit, authority is delegated to the State Administrative Officer, or his alternate, and may be delegated to field offices under his supervision to procure direct without prior approval of the Washington office, such items of accessories, repairs, etc., as may be required for automotive equipment.

(2) Statutory Limitations

See paragraph 151.1.

153 Scientific, Experimental, Engineering Equipment - Precision Instruments

Scientific, experimental engineering equipment - precision instruments



153 Continued

(not covered by Federal Supply Schedule) are for approval and procurement, unless otherwise specifically authorized, in Washington. (See paragraph 150 which authorizes purchase of dumpy, wye, farm and architects levels.)

153.1 Authority

State Administrative Officers and their alternates are authorized to procure this type of equipment direct without prior approval only in the event such items are covered by existing Federal Supply Schedule contracts and fall within the particular class of the Federal Supply Schedule, authority for the direct purchase of which has been delegated to the field. (See paragraph 112.7 and 112.9.)

153.2 Method of Acquisition

Field offices desiring equipment requiring approval of the Administrative Services Division in Washington as described above shall make known their requirements by means of requisition forms. (See paragraph 171.1.)

154 Printing and Binding

(1) All printing, binding, and blank-book work for Congress, the Executive Office, the Judiciary (other than the Supreme Court of the United States) and every executive department, independent office, and establishment of the government, shall be done at the Government Printing Office, except (1) such classes of work as shall be deemed by the Joint Committee on Printing to be urgent or necessary to have done elsewhere; and (2) printing in field printing plants operated by any such executive department, independent office, or establishment, and the procurement of printing by any such executive department, independent office, or establishment from allotments for contract field printing, if approved by the Joint Committee on Printing. (44 U.S.C. 111.) Where circumstances warrant, state offices may obtain authority for contract field printing from the Information Division in Washington. Such authority is contingent, of course, on the contractual authority delegated to a particular state office (see 201 for information on contractual authority and 120 on open market authority.)

(2) The term "printing" is construed to include all common processes of reproduction such as relief, intaglio, or planographic, and binding operations required to complete manufacture, including office-type duplicating machines operated in connection with authorized printing plants, but will not include office-type duplicating machines which are not operated in connection with authorized printing plants and which:

(a) Utilize stencils, masters, or direct-image plates prepared by

154 Continued

typewriter or other office device capable of typing or producing typing.

(b) Produce no more copies of any document than can be obtained from any one stencil, master, or direct-image plate, or any one set of same at one or more than one successive machine run.

(c) Require no binding or finishing operations in connection with the product thereof other than those which can be performed with office-type folding machines capable of handling sheets not larger than 14 x 20 inches or strictly office-type collating, stapling, or punching machines. (Installations requiring power-operated cutting machines in connection with printing or reproduction equipment are considered by the committee to be printing plants.)

(3) Generally, all printing and binding, except as may be obtained from Class A printing plants in Soil Conservation Service field cartographic plants, including any item requiring performance of a printing and binding operation which includes ruling, folding, perforating, lithographing, machine numbering, cutting of paper, rounding of corners and similar operations, as well as ordinary letter-press printing and binding process, must be obtained from the Government Printing Office through the Office of Information of the Department.

The Department of Agriculture Appropriation Act provides that funds available to the Department may be used for printing and binding; therefore, all appropriations available to us may be used for printing and binding expense. However, for administrative purposes it has been determined that all printing and binding charges (except contract field printing) will be charged to one central account in the Washington office. This account covers general printing of forms, letterheads, and the cost of printing all publications, pamphlets, manuscripts, etc.

#### 154.1 Purchase, Exchange, or Transfer of Equipment

Authority to purchase, exchange, or transfer all printing, binding, and related or auxiliary equipment shall be obtained from the Joint Committee on Printing. Requests for such authority shall be accompanied by a complete description of the article or articles in question, giving location, quantity, make, size, condition, cost, estimated value, etc., and shall be submitted in duplicate. However, this regulation shall not be construed as applying to minor replacements of type, material, or parts necessary in making repairs to machinery and equipment. When any transaction authorized under this paragraph has been completed, the committee shall be immediately notified thereof on form accompanying the authorization.

## 154.2 Distinction from Supplies

(1) Other than blank books, any item which must be printed or bound to government order, or on which any printing operations are necessary to make them answer the needs of government are printing and binding operations and shall be procured from the Government Printing Office and charged to the printing and binding account. The following items are specifically cited as not falling within the purview of printing and binding but are considered as supplies. (5 AR 54 (4).)

Pads, ruled and unruled	Labels, dispensing set
Pads, calendar	Labels, poison
Pads, columnar	Paper, graph
Cards, guide, monthly	Paper, cross section
Sheets, backing (punched but not printed)	Paper, profile
Fillers, looseleaf binder	Cloth, ruled tracing
Indices, looseleaf binder	Cards, index, library
Indices, tab, alphabetical	Dials, watchmens clocks
Sheets, ledger	And other similar paper articles, including
Labels, gummed	stenographer's notebooks

Decalcomania transfers carried as stock items available at all times to the public generally and which do not require any printing operation after receipt of an order are not to be construed as printing. (Comp. Gen. B-96007.)

## (2) Blank Books

The law requires that all blank books be ordered from or through the Government Printing Office. Requests for blank books be submitted on requisition Form AD-14, to Washington for ordering from the Government Printing Office from the Printing and Binding account.

For the sake of a definition, a blank book is any book requiring printing, binding, or ruling operations for its manufacture, and the primary purpose of which is for writing, sketching, or making entries therein. Generally it must have covers, however light, and be stitched with wire or thread to be considered a book. If the pages are merely held together with an adhesive, it is usually a "pad" not a book.

## 154.3 Administrative Supervision

Administrative supervision over all printing and binding, including contract field printing and printing in Class A printing plants of Soil Conservation Service field cartographic plants, contract field printing, exclusive of certain fiscal and procurement details, rests with the Information Division in Washington. That division is responsible to the Director of Information of the Department for seeing that statutory and other restrictions are observed. (See Departmental Regulations 3 AR 176, 195-197.)



## 155 Contract Field Printing

All printing procured in the field - other than printing obtained from the Government Printing Office through the Washington office or printing done in Class A printing plants (cartographic field plants) - is called contract field printing. Examples of contract field printing include: the binding of one or two books, "rush" printing of a bulletin or form when shortness of time does not permit GPO printing, printing of a bulletin for use in one or two states or smaller area which does not justify use of Washington and GPO facilities. (Even in such cases use of Soil Conservation Service Class A plants should be considered.)

As outlined in paragraph 154.3, contract field printing remains printing; therefore, supervision thereof rests with the Division of Information.

## 155.2 Requests for

When a need for contract field printing arises, the State Conservationist should request authority from the Division of Information in Washington. Request may be made by letter, telegram, or phone call, giving the following information. The need that exists, title and general subject matter of the publication or other material to be printed, number of copies required, whether the job includes illustrations and what kind, and estimated cost of having the job done by commercial printer or a field government printing plant. Before requesting authority, the state office shall have secured the necessary bids from commercial printers or GPO field plants. If the Information Division approves the printing, it will give authority to use funds already allotted to the state. It will also notify the Budget and Finance Division so proper record can be made of the authority granted. If the printing job cannot be handled out of the state's regular funds, additional allotment to cover the job must be received from the Budget and Finance Division.

(Note: No prior Washington approval is needed to have multilith or offset printing done in the Class A printing plants in the field cartographic plants. State offices should request such reproduction direct from the cartographic plant. It is done on a reimbursable basis the same as other cartographic services.) Washington approval is required on printing to be done in a commercial plant or by a government printing plant other than Soil Conservation Service field cartographic plants.

Authority

The State Administrative Officer, or alternate, is authorized to procure such material without prior approval of the Administrative Services Division only in the event the request for field printing is accompanied by authorization by the Washington Division of Information.

### 155.3 Method of Acquisition

The procuring office shall first consider the practicability of getting the work done at the nearest authorized government field printing plant locations of which are listed under Title 4 of the Printing and Binding Regulations dated July 1, 1949, No. 2, published by the Joint Committee on Printing. In the event that it is not practicable to obtain the work from a government plant, any convenient commercial source may be contacted. The open market purchase limitation applied to field printing as on any other purchase. (See paragraph 120.) Cost of field printing exceeding the open market limitation requires advertising for bids.

### 156 Published Material

Published materials are considered to consist of printed books of reference, printed bulletins, periodicals, newspapers, etc., as may be required for the efficient conduct of official work. (See paragraph 156.2 for exceptions.) Bound books such as dictionaries (usually on Federal Supply Schedule contracts) and bound volumes of Comptroller General's Decisions are considered as working tools of the Library and must be procured as outlined in paragraph 156.1 below.

#### 156.1 Method of Acquisition

Under present procedures authorized by the Library, the Service is permitted to procure working tools from schedule or other sources in the same manner as other nonexpendable property is acquired. After purchase, working tools are the property of the Library and are considered to be on loan to the Service. For definition of working tool and accountability procedure, see 626.1 and 626.3.

For limitation on the purchase of other published materials, see 156.2 (7).

If the books are ordered by the Washington Information Division from the Government Printing Office (from printing and binding funds), one copy of the book with a distribution list will be forwarded to the Washington Library for a determination as to whether they are working tools. If they are, all books will be turned over to the Washington Administrative Services Division for further handling in accordance with 626.2 (d).

#### 156.2 Exceptions

(1) The following types of material, although published material, are not considered as such in the ordinary sense.

(a) Personnel Management material, as listed in (2) below.

(b) Material purely administrative in nature, such as Department Regulations, Postal Guides and Regulations, Federal Registers, Government Salary Tables, Simplified Practice Recommendations, Federal Specifications, Federal Supply Schedule, memoranda

156.2 Continued

and instructions and other mimeographed material duplicated by the Washington administrative office.

- (c) Reprints of articles published in non-government periodicals.
- (d) The magazine "Soil Conservation."
- (e) Maps
- (f) Federal and State Bulletins
- (g) Expendable Publications costing less than \$1.00

(2) Personnel Management Material issued by Federal Agencies

The Division of Personnel Management will be responsible for determining which bulletins, regulations and instructions dealing with personnel administration issued by federal agencies shall be procured and distributed.

After approval by the Personnel Management Division the procurement will be handled in the same manner as other administrative supplies.

Books, periodicals, and other publications on personnel administration which are required for reference or other temporary uses should be borrowed from the Washington and regional Libraries, wherever possible. See 2 AR 28 for list of Libraries.

(3) Published Materials Administrative in Nature - Items in this category are:

(a) The Administrative Regulations of the Department and amendments thereto are distributed in accordance with the distribution list prepared as a result of the "Chief's" letter of March 5, 1948. Requests for any additional material should be made by letter through the Administrative Services Division for consideration by the proper officials.

(b) Copies of federal specifications, amendments and revisions are available from General Services Administration regional offices. For further information see 5 AR 241 c (1) (a).

(c) Federal Registers will be obtained by the Washington Administrative Services Division upon receipt from the state office of requisitions (AD-14) properly numbered and encumbered.

(d) Comptroller General Decisions (paper back volumes), Postal Regulations, Postal Guides, and Standard Government Salary Tables, are available from the Superintendent of Documents, Government Printing Office, Washington, D. C. State Administrative Officers, or their alternates, are authorized to issue purchase orders direct without prior approval.

(e) Federal Supply Schedules are delivered in the quantities requested on G.S.A. Form 457 direct to state offices for distribution



156.2 Continued-2

to offices under their jurisdiction from the G.S.A. regional offices. The changes in the quantities required by the state office shall be made by Form 457 to the appropriate G.S.A. regional office. See G.S.A. Regulation I-II-303.01.

(f) Administrative memoranda and instructions or other duplicated materials prepared by the Washington office. (See paragraph 158.)

(4) Reprints of Articles Published in Non-Government Periodicals

Reprints of articles appearing in journals or periodicals may be purchased from regular supply funds. Purchase of reprints must have administrative approval of the Division of Information in Washington. Request for purchase of reprints (other than articles in SOIL CONSERVATION magazine) must be accompanied by a copy of the article, statement of need or use to be made of it, and a written statement from the magazine giving price delivered at the requesting office. In general, quantities are limited to the number required for necessary in-Service distribution although in unusual cases a limited quantity may be purchased for selective distribution outside the Service.

(5) The Magazine "Soil Conservation"

Field requests for single copies of subscriptions to the magazine "Soil Conservation" should be directed by letter or memorandum to the state office.

(6) Maps

All available maps and all geodetic control, both horizontal and vertical, previously established by the U. S. Geological Survey, U.S. Coast and Geodetic Survey, Forest Service, Bureau of Reclamation, Corps of Engineers, Soil Conservation Service, and other agencies, federal and private, covering the area and pertinent to every project of the Soil Conservation Service are assembled and on file in the Cartographic Division of the Service, Washington, D. C. (See also section 53000 of the Manual.)

Administrative supervision of the above-described materials rests with the Washington Cartographic Division.

Method of Acquisition. All requests by personnel of the Service outside of Washington for the above-described maps or geographic positions and descriptions of triangulation or traverse stations, and elevations of bench marks and their descriptions regardless of by what agency established, shall be made to the Cartographic Division in Washington.

(7) Federal and State Bulletins - Expendable Publications Costing Less than \$1.00

156.2 Continued-3

Books, bulletins or leaflets published by non-governmental or commercial sources, or state colleges, extension services, or other local agencies, may be purchased as supply items without Washington approval in small quantities sufficient to supply one to each field office. Requests for quantities larger than one per field office shall be submitted to the Division of Information for administrative approval and for the obtaining of any technical approval which may be desirable. After approval, purchase will be made by the state office.

158 Mimeographing

The following factors should be considered in determining which work may be duplicated:

- (a) As a general rule, all material for use within the Service exclusively may be duplicated, with the exception of standard, departmental, or bureau forms.
- (b) A job which otherwise could be duplicated justifiably should be printed if it would be more economical either for the bureau or the department to do so. In reaching a decision on this point, the requisitioning officer should consider such costs as overhead and depreciation, as well as direct charges.
- (c) The field offices of the Service, except field cartographic plants, shall not use any duplicating machines except mimeograph equipment, ditto machines, hectograph and other devices for limited production.

158.1 Preparation of Manuscripts for Mimeographing

Manuscripts of both administrative and information material should be carefully edited and, when necessary, rewritten before submitting for mimeographing. Copy should not be sent to be mimeographed with penciled delineations or notations thereon.

(1) Administrative Mimeographing

Administrative mimeographing consists of material for distribution only to personnel of the Service for their use, guidance, or instruction in the performance of their work. The purpose of administrative mimeographing is to expedite or regulate the transaction of official business, whether it deals with management or technical matters.

(2) Informational Mimeographing

Informational mimeographing consists of material intended for public information and to be made generally available outside the Service.

158.1 Continued

The purpose of informational mimeographing is to inform other agencies or the public generally on the work of the Service.

158.2 Distribution of Mimeographed Material

The state office will distribute material within its area.

Individual copies of mimeographed administrative material for State Conservationists will be mailed from Washington.

158.3 Requisition for Mimeographing

Material for mimeographing should be accompanied by requisition Form AD-14 in duplicate and should bear the approval of the superior officer of the function requesting the work.

158.4 Use of Both Sides of Paper for Mimeographing

Both sides of the paper should be used when possible without sacrificing quality and legibility of the copy. The most substantial savings resulting from this practice would be in the release of administrative orders such as field memoranda and similar materials.

159 Postage Stamps

Pursuant to the Comptroller General's Decision B-66188, dated July 7, 1947, the following procedure has been prescribed for the purchase of postage stamps.

The administrative office will prepare the usual voucher, S. F. 1034, for the purchase of postage stamps in favor of the local postmaster (e.g., Postmaster, Omaha, Nebraska.) On the address line in the heading of the voucher will be typed, in parentheses, "Send check to" with the name or title and address of the person in the administrative office who is to receive the check to effect the purchase of the stamps. On the "Payee" line in the payee's certificate will be typed "C. G. Dec. B-66188". The voucher will be certified and scheduled on a separate schedule to the disbursing office for payment. The disbursing office will issue the check in favor of the postmaster and send it to the person indicated on the "Address" line at the top of the voucher. When the check is received in the administrative office, it will be taken to the local post office and exchanged for the stamps.

Where stamp purchase volume is small, they may be purchased from personal funds and repayment obtained on a reimbursement voucher.



## 160 Traffic

It shall be the responsibility of the state offices to furnish offices to which authority may be delegated to make or authorize shipments at government expense adequate instructions relative to government shipments.

Numerous methods of shipping are available, such as shipments via freight, express, air express, motor carrier, local drayage, government truck, the United States Mail, water routes, or a combination of the above. The office making or authorizing the shipment shall determine and utilize the most economical method, unless some real advantage or other interest of the government, or if because of the nature of a particular item, special handling at a rate possibly higher than the lowest rate available providing for more careful handling can be adequately justified.

Rates usually may be secured from the local agents of the carriers and from the local postmaster. In accordance with the Revenue Act of 1943, exemption from transportation tax is allowed only when the movement is under government bill of lading.

## 161 Freight - Express

## (1) General

Rates applying to shipments via freight are based upon the classification of the material contained therein and upon the manner in which the contents are packed or crated. For example, the rate on an item of equipment may vary if that item is shipped assembled or shipped knocked-down. The rate also may vary on the same item depending on whether it is packed in a box, crate, barrel, package, etc. In addition, some items carry considerably higher freight rate than other items. Any container, contents of which consist of two or more items of different classification, is subject to the rate for the item contained therein carrying the highest classification; therefore, care shall be exercised in the preparation of materials for shipment in order that the government may receive benefit of the lowest rates where possible.

Cost of assembling or dismantling of equipment shall be taken into consideration in determining the most economical manner of preparing for shipment. Freight classification guides are on file at local freight offices and the information contained therein available from the local agent. Generally speaking, shipment via freight will be cheaper than express shipments. It is possible, however, that with small shipments the destinations of which are within the near vicinity, express or parcel post will prove cheaper. All shipments at government expense via freight, express or other common carriers having rates on file with the Interstate Commerce Commission shall be covered by government bill of lading, S. F. 1103. (See paragraph 176.)

## 161 Continued

Upon the proper classification and packing of the material for shipment, the container should be plainly marked as to the name and address of both the consignor and consignee. The number of the government bill of lading under which shipment is to travel should also be marked on each box, crate, package, etc., of the shipment. Wherever practicable, actual weight of the shipment shall be determined and entered on the bill of lading at the point of shipment. Railroad scale weights will be acceptable.

## (2) Shipment of Government Records

Low classification ratings are available for the shipment of government records where the value does not exceed  $3\frac{1}{2}\phi$  per pound. For full information see 5 AR 533.

## 161.1 Reconsignment - Diversion

These terms are both defined and the appropriate procedures outlined in 5 AR 516 c. The necessity for either should be very rare.

## 161.2 Demurrage - Storage

Definitions, rules, etc., are covered in 5 AR 516 d. Since they apply to carload shipments and since such shipments will seldom be made by the Service, the regulations should be referred to if any question arises.

## 161.3 Loss - Damage in Transit - Shortage

5 AR 520 states in part:

"Carrier's Liability. The uniform commercial bill of lading provides that carriers are exempted from liability for loss or damage caused by the Act of God, the public enemy, the authority of law, or the act or default of the shipper or owner, or for natural shrinkage. (When the shipment moves wholly or partly by water, the carrier's liability is more limited. See paragraph 522h below on Water Shipments.) Subject to the above liability limitations, claims can be made against common carriers for any loss or damage to property while such property was in possession of the carrier at origin point, in transit, or during the "free time" allowed for consignee's removal at the destination station."

All shipments should be carefully checked with the bills of lading. Should loss, damage, or shortage occur, the procedures outlined in the regulations should be consulted and followed.

## 161.4 Claims

A claim against a carrier is based upon the notification on the bill of lading referred to above. A claim against a carrier shall not be

## 161.4 Continued

filed with the carrier by the consignee but should be referred to the office to which transportation charges will be billed to be placed in line for settlement. When shortage or damage has been noted on an original bill of lading and a report is furnished the consignee with acknowledgement of the shipper's responsibility therefor, the consignee shall notify the office to which transportation charges are to be billed stating, also in case of shortage, whether the weight shown on the accomplished bill of lading included the weight of the articles not shipped and if so, authorizing such weight deductions as the circumstances may warrant.

In case of non-receipt of any part of a shipment, the local agent of the last carrier shall be notified in writing and the original unaccomplished Government Bill of Lading with the value of each item of the shipment noted on the reverse side thereof, together with a copy of the notice to the carrier's agent, shall be forwarded to the office to which transportation charges are to be billed. When shortage or damage is discovered after the bill of lading has been accomplished clear and surrendered to the carrier, the local agent of the delivering carrier shall be notified in writing immediately, giving all the facts of the case. This notice shall contain reference to the bill of lading involved and an itemized list of all articles lost or damaged, showing the weight and value of each. Copy of the notice shall be furnished the office to which transportation charges are to be billed. When shortage has been noted on the bill of lading which has been surrendered to the carrier and items checked which are later received, the consignee shall promptly notify the office to which transportation charges will be billed to cancel the notation on the bill of lading concerning the shortage in question.

## 161.5 Insurance

An Act, 5 U.S.C. 134, provides a fund from which government agencies may secure relief from loss or damages sustained in such shipments. The application of the provisions of this act is so rare in the Department of Agriculture that it is considered unnecessary to explain the details here. The use of registered mail or express will normally serve the requirements of this Service. For general information see 5 AR 520 f.

Where a shipper or contractor acting on his own responsibility or on instructions sends an article to be transported at government expense by parcel post, prepaid, and insured, the cost of the insurance may be added to the invoice of such shipper or contractor but must be supported by an itemized statement as to the insurance charges.

## 162 U. S. Mail

Where it is more economical than by shipping via freight or express, materials should be transmitted by mail. For complete instruction refer to the Records Management Section of this handbook.



163      Transportation of Personal Effects of Government Employees

Except as provided in paragraph 245, transportation of personal effects of government employees shall be made at their own expense and reimbursement made in accordance with Departmental Regulation 7 AR 238, 559, 629--647.

Where shipment involves points outside the continental United States transportation shall be at government expense and by the most economical means. For information on its issuance, see paragraph 176.

170      Acquisition Documents

Previous paragraphs prescribe under the various sources of supply methods of acquisition and the forms for use in the acquisition of the articles of supplies and services desired. The following paragraphs indicate proper preparation of these various forms and information to be indicated thereon in the procurement from the various sources.

171      Requisitions - AD-14

Form AD-14 "Request for Supplies, Equipment or Service" shall be used in each instance where instructions in preceding paragraphs prescribe requisition, which includes the procurement of items requiring Washington approval or purchase.

Upon preparation of requisitions the original and one copy shall be submitted to the Washington office in all cases except for articles for procurement from the Central Supply Section in which case the original and four copies shall be submitted.

171.1    Preparation

(1) All requisitions transmitted to Washington for prior approval and/or purchase action should contain the following information:

- (a) Leave blank the space "C.S.S. No." in the upper right-hand corner.
- (b) Insert S.C.S. in the "Bureau" space.
- (c) Each requisition submitted shall be serially numbered in the space provided, indicated as "Bureau No."
- (d) In the "Date" space insert the actual date of preparation of the requisition.
- (e) In the "Appropriation Symbol" space insert complete information as to the appropriation symbol and title.
- (f) In the "Project No." space insert the designation of the state or project chargeable.
- (g) "Ship to" should indicate the name and address of the individual and/or office to which delivery called for on the requisition is to be made. The delivery point shall be the actual location

## 171.1 Continued

at which material is desired unless such location is other than railhead and/or post office address, in which case reference shall be made to the railhead and/or post office serving that location.

- (h) In the space "Encumbered for this requisition" indicate the actual amount established on the encumbrance ledger to apply to this purchase.
- (i) The State Administrative Officer, or alternate, shall sign the original of each requisition submitted.

(2) On requisitions calling for items to be secured from the Central Supply Section separate requisitions shall be submitted for forms and for supplies. Requisitions for supply items shall have such supply items listed thereon in stock number sequence. Requisitions for forms not available from General Services Administration shall have listed thereon the forms in numerical sequence under departmental, bureau and other forms. The complete stock number shall be indicated in the column on the requisition provided for that purpose, opposite each item desired. Description of the item desired shall appear in the body of the requisition in the space provided. (See 171.1 (10).) The number of units of each item shall be inserted in the quantity column. The unit as indicated in the Central Supply Section stock catalog shall be inserted in the unit column. Only one item to the ruled line on the requisition form shall be listed. Unit and extended price shall not appear on the original and carbon copies of requisitions submitted to Washington. Total cost of all items (the amount used for encumbrance of funds) together with evidence of encumbrance of that amount shall be indicated inconspicuously on the face of the original requisition. (See 171.1 (14).) No figures shall appear in the column provided on the requisition for the insertion of prices inasmuch as the Central Supply Section inserts the correct prices in filling the requisition and any notations appearing therein only result in confusion and possibly incorrect billings. It shall be unnecessary for requisitioning offices to accomplish any of the information called for on the bottom of these requisition forms.

(3) Requisitions submitted calling for items available from Federal Supply Schedule contracts shall have indicated thereon the schedule item number in the column provided for stock number opposite each item desired. The item shall be adequately described in the space provided in the body of the requisition to permit ready identification of the item desired. (See 171.1 (10).) The number of units desired shall be indicated in the quantity column. The unit as indicated in the Federal Supply Schedule shall be inserted in the unit column. The unit price as appearing in Federal Supply Schedule shall be inserted in the unit price column. Unit price multiplied by the number of units requested shall be inserted in the extended price column. Only those Federal Supply Schedule contract items available from the same contractor shall be included on any one requisition.

## 171.1 Continued-2

The total cost of the items covered by the requisition shall appear on the requisition directly followed by the terms of the contract (f.o.b. point, trade discounts, time discounts, etc.). Each requisition submitted shall bear evidence of the encumbrance of sufficient funds to cover the proposed purchase. (See 171.1 (14).) The contractor, contractor's address, and contract number shall appear on the face of each requisition submitted. Each requisition for schedule items shall also have indicated thereon approvals and/or justifications when required (see 171.1 (11) and 171.2.)

(4) Requisitions submitted to the Washington office for items covered by existing contracts other than Federal Supply Schedule contracts shall be prepared in the same manner as requisitions covering schedule items. If complete contract information as to item number, price, terms, etc., are not available, as much information as possible to permit ready identification shall be included.

(5) Requisitions submitted to the Washington office requiring advertisement shall have indicated thereon adequate description of the item desired to permit identification of the size, type, make, model, etc., required. The stock number column in such instances shall be left blank. (See 171.1 (10).)

It is recommended that service requirements (see 211.1) accompany such requisitions so that specifications may properly be prepared in Washington covering the item required. The quantity and units desired shall be inserted in the columns provided and the unit, estimated cost, and extended price shall be inserted for each item. Evidence of encumbrance of funds in the amount of the estimated cost shall appear on the face of the original requisition. (See 171.1 (14).)

(6) Where two or more items are to be requisitioned, even though such items may be related, separate requisitions shall be submitted. For example, separate requisitions should be submitted for passenger cars and trucks.

(7) Possible source of supply, prospective bidders, or concerns having requested opportunity to bid on such equipment shall accompany each requisition. The same number of copies as requisitions submitted.

(8) Requisitions calling for procurement in the open market shall be prepared and submitted in the same manner as requisitions calling for items requiring advertisement.

(9) Numbering

The requisition number to be inserted on each requisition submitted shall be assigned by the state office. This requisition number shall identify first the state, second the bureau, third the actual number of the requisition during the particular fiscal year, and fourth the fiscal year designation. State identification shall be by means



## 171.1 Continued-3

of the abbreviation of the state; bureau identification shall be by means of the letters SCS; number of the document shall be its numerical order in the series of numbers beginning with one (1) at the beginning of each new fiscal year. The fiscal year designation shall be the last two digits of the fiscal year. For example, the hundredth requisition from California for the fiscal year 1954 would be assigned requisition No. 100-CF-SCS-54. For list of two letter state abbreviations see 173.1 (5).

## (10) Description of Items

When requesting Central Supply Section items, it is not advisable to copy a long description verbatim from the Central Supply stock list, but a brief description should be given so that possible error in stock item number inserted on the requisition may be disclosed.

In the case of Federal Supply Schedule items, it shall be unnecessary to copy an entire description verbatim from the schedule description; however, it should be sufficient so that the item desired may be properly identified from the description without necessity for reference to the schedule. Where one or more items as to type, color, finish, material, etc., may be covered by but one item number, the requisitioning office shall indicate the one desired. Where the Federal Supply Schedule item number covers a contractor's complete line of the product desired and the schedule describes the product only in general, making reference to the contractor's price list in which the particular article desired may be listed, requisitioning offices shall indicate the item number, and in the description column the name of the item and sufficient description as contained in the contractor's catalog and price list to permit identification preferably the contractor's catalog number, make and/or model number. Items requested but not covered by existing contracts shall, when possible, make reference to a manufacturer's catalog and/or model number or other identifying numbers to permit ready identification of the item desired. If it is impossible for the requisitioning office to properly identify an item desired, and no description or reference to the manufacturer's make and/or model number is available, it may be necessary to submit a sketch or drawing of the item desired. Where reference to manufacturer's catalog or model number is indicated merely as an illustration as to the type of article which will meet the requirements, the words "or equal" should be indicated unless it is essential and only that particular make of item will meet the requirements, in which case a statement as to why the particular make and model is necessary shall accompany the requisition. Requisitions for equipment requiring Washington advertisement need not contain complete specifications required for advertisement for bids. In most instances it will be possible to adequately describe the item desired by reference to manufacturer's model number. This, together with the Service requirements, will be sufficient to permit preparation of proper specifications.

171.1 Continued-4

(11) Purpose - Use

Should the material called for exceed in price and quality a similar item but of lower quality and at a lower cost, statement of justification of that item should accompany the requisition.

(12) Description of Items Proposed for Exchange

Items listed in any requisition submitted to Washington for exchange in whole or part payment for the purchase of new items shall be completely described, the description to consist of the following:

- (a) Item (such as desk, typewriter, adding machine, etc.)
- (b) Make (manufacturer)
- (c) Size, type, or model
- (d) Age, serial number, motor number, model number, mileage, type of finish, condition, actual location and/or any additional pertinent information which would be helpful in identification of the item proposed for exchange.

Requisitions shall state briefly reasons for the proposed exchange. Requisitions shall also indicate the office and official to be contacted in the event inspection of the item for trade-in is desired. Requisitions shall also state whether or not use of the item proposed for trade-in will be desired pending delivery of the new item.

(13) Insertion of Prices and Discounts

Requisitions for Central Supply items shall not have indicated thereon unit and extended prices of items since such prices as appearing on the Central Supply Section stock list are for encumbrance purposes only. Total cost only, plus estimated transportation charges should be indicated on the requisition, such figure to appear other than in the space provided for the total cost since this space is for use by the Central Supply Section in inserting actual total cost.

Requisitions specifying items for procurement from Federal Supply Schedule contracts shall have indicated thereon the correct unit price and the extended price as appear in the Federal Supply Schedule. Should the contract provide for trade discounts, such discounts shall also appear on the requisition. Should the contract provide further for time discounts or payment within a specified period, this information also shall appear on the requisition.

If the requisition calls for an item for procurement other than from the Central Supply Section or from the schedule contracts, actual price of which is not known, estimated unit price shall be indicated on the request. If such prices are indicated as a result of local price inquiry, date of such inquiry together with the concern furnishing the price shall appear on the requisition.



## 171.1 Continued-5

## (14) Encumbrance

Administrative regulations require that sufficient funds be encumbered prior to the actual obligation of such funds. Therefore, requisitions transmitted to the Washington office for procurement action calling for supplies, equipment or service (except those calling for any item chargeable to funds, allotments of which are maintained other than in the originating state) shall bear evidence that sufficient funds have been encumbered to cover the proposed acquisition. The signature of the State Administrative Officer, or his alternate, on the requisition below the indication of the amount encumbered will serve as a certification to the Washington office that the amount inserted has been encumbered. The state office procedure for establishment of such encumbrances should be agreed upon by all concerned. Funds encumbered should be in sufficient amount to cover the purchase or acquisition of materials covered delivered to destination. Where price of material called for is f.o.b. destination, actual price shall be inserted. If the price of the items called for is f.o.b. shipping point, that price plus estimated transportation charges should be indicated. Where estimated prices have been indicated on the requisitions by field offices and it develops that the actual cost is to exceed that amount by a considerable margin (with the exception of Central Supply items) the office concerned shall be advised and requested to furnish the Washington office with evidence of encumbrance of the actual funds prior to obligation of the funds. Cost of the material and transportation charges should be listed as separate amounts.

On Central Supply Section items the estimated price as appearing in the stock list, plus surcharge of 14%, plus estimated transportation charges shall be the amount for encumbrance. Should the requisition call for forms to be obtained from the Central Supply Section, the only amount for encumbrance shall be estimated transportation charges, there being no charge for forms obtained from that source.

## 171.2 Approvals

All requisitions transmitted to Washington either for procurement action or approval must bear the approval of either the State Administrative Officer, or his alternate.

## (1) Heavy Equipment

Requisitions for heavy equipment, such as the types listed under 151 shall be supported by a statement of facts that there is no surplus equipment in any field unit within the state that could be used in lieu of that requisitioned; that the equipment is necessary for the efficient and orderly execution of certain specified work together with the name of the field unit where it is planned such equipment



171.2 Continued

will be used; that there is sufficient work to warrant the purchase of the equipment and to insure profitable use throughout its economic life.

(2) Photographic Equipment and Supplies

Photographic equipment and supplies required by the field cartographic offices shall bear the approval of the Chief, Field Cartographic Branch. See 106 and 112.7.

(3) Printing and Binding

Requests for printing and binding shall be approved by the Division of Information.

172 Purchase Orders for General Services Administration Stores Stock

Purchase Order Form AD-38 has been prescribed for the use of field offices for direct procurement of items stocked by the Federal Supply Service. Forms should be prepared in the same manner and in the same number of copies as prescribed in 173.1 (1). The distribution outlined therein should also be followed.

172.1 Preparation

(1) On all orders issued to the Federal Supply Service, Washington, D. C., or to their regional warehouses for stock items or surplus stocks, the following information shall be indicated thereon:

Each request submitted to the Federal Supply Service shall be serially numbered in the space provided. The orders shall be numbered in the purchase order series of numbers and not in the requisition series of numbers. (See paragraph 173.1 (6).)

(2) Complete information as to appropriation symbol, title, project number, etc., should be inserted in the appropriate space.

Destination should be the actual location at which the materials are desired or the nearest railhead or post office. In some instances it may be desirable or more economical to consolidate shipments.

(3) The space under "Shipping Instructions" shall be left blank, leaving the method of shipment to the discretion of the Federal Supply Service unless the issuing office has sufficient reason as to why one method of shipment in preference to another should be used, in which case a brief statement in support of the request for that particular method of shipment shall accompany the purchase order.

## 172.1 Continued

(4) The stock number or catalog number as it appears in the General Services Administration stores stock catalog shall be inserted in the left-hand column of the purchase authority form designated "Item No.", followed by the description of the article or service covered thereby. The Federal Supply Service has stated that a long description verbatim from the catalog need not be indicated but merely a brief description given so that possible errors in stock item numbers may be disclosed.

(5) Purchase order forms shall be prepared in single space typing and when more than one item is called for, a double space should be left between each item. A separate purchase order shall be submitted for each consignee and for each separate appropriation chargeable for the cost of items called for. Separate purchase orders shall be submitted for items in the G.S.A. stores stock catalog items in surplus property catalogs.

(6) When two or more items are ordered, items shall be listed by class and in numerical order and alphabetically in each class as they are listed in the catalog.

(7) The columns on the right-hand side of the page are for the insertion of the number of units required, the unit, and the estimated price. The catalog states the unit and the unit price, as well as the issue quantity. The issue quantity indicated in the catalog is the minimum quantity that will be issued at the unit price shown; therefore, the quantity requested shall be indicated in the number of units desired at the unit price as specified in the catalog. The extended price of each item shall be indicated in the last column. No order will be honored in the quantity of other than multiple of the issue quantity. For example, if the issue quantity is ten boxes, but the purchase order calls for fifteen, the order can be honored only for ten boxes or for twenty boxes. Total cost of items covered by one purchase order shall appear in the space provided in the lower right-hand position of the purchase order form. The lower left-hand position should be accomplished by the issuing office by inserting the date of preparation, followed by the name of the department, which shall be followed by the name of the Service, and which, in turn is followed by the location of the issuing office. The lower right-hand position of the form provides for the signature of the employee of the Service authorized to procure direct from G.S.A., stores stock. Such individual's name and official title should be indicated on the last line provided.

## 173 Purchase Order Forms

Purchase Order Form AD-38 is prescribed for use in the procurement of materials and services from commercial and/or other sources (unless some other form is specifically prescribed.) Under the circumstances enumerated in 130.9, Standard Form 44 may also be used.

173.1 Preparation

(1) Purchase orders shall be prepared in the number of copies needed to meet the requirements of the various administrative levels and points of delivery. In general, the following distribution of purchase orders should suffice when the order is issued by the state office for delivery to an office below the state level.

Original: To vendor. In the cases enumerated below, extra copies are required by the vendor as indicated.

1 extra for orders issued to the Post Office Department for envelopes (this copy to be used for report purposes, see 831.12.)

1 extra to Federal Prisons Incorporated

1 extra to Industries for the Blind

1 extra to Federal Supply Service Stores Stock

3 extra on orders for the purchase of surplus property from other government agencies.

Copy: For state office encumbrance purposes.

Copy: Receipted for state office property record purposes.

Copy: Receipted for state office audit and attachment to voucher.

Copy: Receipted for accountable office to support property records.

Where the accountable office is the state office, it may be possible to eliminate the last copy.

In the rare instances where one purchase order could cover delivery to several destinations, consideration should be given to consolidating the shipment to one central point. However, where this is not feasible extra copies of the purchase order should be prepared to provide for the distribution of Washington issued purchase orders. See 173.4.

For information on the preparation of purchase orders covering automotive equipment, see 151.1.

(2) In the upper right-hand corner of the purchase order shall be designated the identifying purchase order number. (See 173.1 (5).) Appropriation information shall fully be indicated in the upper left-hand position of the order in the space provided. In the space designated "To" shall be inserted the name and address of the vendor or the source of supply for materials being ordered. In the space "Please deliver the following articles to:" shall be the name of the individual and/or office and address at which material is desired. In the space "To be shipped via" shall be indicated parcel post, freight, express and such other means of transportation depending on the terms of the contract or agreement under which purchase is being



## 173.1 Continued

made. If materials covered by the order are f.o.b. destination this space may be left blank or marked "prepaid." If the shipment of the materials covered is to be under Government Bill of Lading, the bill of lading reference number should be inserted.

(3) In the body of the purchase order in the Item No. column shall be indicated the item number of the materials being purchased as covered by existing contract, followed in the Articles column by sufficient description to identify the materials desired. In the Quantity column shall be indicated the number of units desired. Unit of issue shall be indicated in the Unit column followed by the unit price. Total price of each item shall be indicated in the right-hand column. Total cost of all items covered by the purchase order shall be indicated on the order followed by the terms of the contract if order covers contract items. Reference to contract number should also be indicated. If order does not cover contract items, reference to the vendor's quotation should be inserted together with terms quoted, that is, time discount, f.o.b. point, delivery time, etc.

(4) In the event materials covered are purchased f.o.b. shipping point but are to be shipped prepaid by parcel post, such transportation charges are property chargeable to the government and the vendor should be informed on the face of the order to so ship the materials prepaid and bill parcel post charges as a separate item on his invoice or voucher. Purchase order shall also make reference to any certificates which shall be required from the vendor.

(5) In the lower right-hand position of the order the space designated (city) (state) (date) and (title) should be the location of the issuing office, date of issue of the purchase order, and title of the employee issuing the order, which information shall be indicated on all copies of the order. Original copy released to the vendor in each case shall be manually signed by the issuing officer. In the space designated "Bill to;" shall be inserted the name of the individual or activity to which the vendor is to submit his invoice or voucher. If tax exemption certificates are furnished the vendor with the purchase order, reference to the tax exemption certificates shall be made on the original and all copies of the order.

(6) Numbering

Each office of the Service authorized to issue purchase orders shall use individual series of purchase order numbers for assignment to the purchase orders issued by that office. A new series of numbers shall be utilized by the first order issued during each new fiscal year. Only one series of numbers shall be used during any one fiscal year on purchase orders issued regardless of the funds charged. The purchase order number shall consist of four parts: (a) the serial number of the particular order beginning with "1" each fiscal year;

## 173.1 Continued-2

(b) the two letter state abbreviation (as listed below); (c) the Service designation, SCS; (d) the fiscal year designation, indicated by the last two digits of the fiscal year. For example, the 23rd order issued by the Wisconsin state office during the fiscal year 1955 would be numbered - 23-WI-SCS-55.

The following two letter state abbreviations are to be used in numbering requisitions and purchase orders;

<u>State</u>	<u>Abbreviation</u>	<u>State</u>	<u>Abbreviation</u>
Alabama	AL	Nebraska	NB
Arizona	AZ	Nevada	NV
Arkansas	AK	New Hampshire	NH
California	CF	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CN	New York	NY
Delaware	DL	North Carolina	NC
Florida	FL	North Dakota	ND
Georgia	GA	Ohio	OH
Hawaii	HA	Oklahoma	OK
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Puerto Rico	PR
Iowa	IA	Rhode Island	RI
Kansas	KA	South Carolina	SC
Kentucky	KY	South Dakota	SD
Louisiana	LA	Tennessee	TN
Maine	ME	Texas	TX
Maryland	MD	Utah	UT
Massachusetts	MA	Vermont	VT
Michigan	MI	Virginia	VA
Minnesota	MN	Washington	WA
Mississippi	MS	West Virginia	WV
Missouri	MO	Wisconsin	WI
Montana	MT	Wyoming	WY

Encumbrance documents, S.F. 1101, will be numbered in the purchase order series.

## (7) Description of Items for Trade-in

If the purchase of the new article covered by the purchase order is to be paid wholly or in part by the exchange of an old item, the order shall describe the new item as described above, directly followed by wording "less exchange allowance on" under which then should be listed the item for exchange. Item for trade-in shall be adequately described to insure positive identification thereof, that is, the make, model, serial number, and such other identifying numbers or descriptions. Actual location of the item for exchange should be indicated in order that the vendor may pick up the exchanged item.

## 173.1 Continued-3

Following the description of the item listed for trade-in should be indicated the quantity of the item so listed for exchange, unit, total price thereof which shall be deducted from the total cost of the new item. If the article so listed on the purchase order for trade-in is one for which the approval of the Division of Procurement and Property Management, Office of Budget and Finance, is required and such approval has been obtained, notation to that effect and the date of such approval shall be indicated on all carbon copies of the purchase order.

## 173.2 Amendments

Should it become necessary for any reason to change or otherwise amend a purchase order, original of which has been released, such an amendment shall be effected by the issuance of another purchase order (AD-38) in the same number of copies as the original order was prepared and distributed. The same number which was assigned to the original order shall be assigned to the amending order with the exception that the number shall be immediately followed by "Sub-1." Should additional amendments be necessary the amendments shall be numbered Sub-2, Sub-3, Sub-4, etc. It shall be unnecessary to restate completely all of the information as appearing on the original order, it being sufficient usually to indicate on the amending order only the change desired. The following is recommended as being sufficient to appear on the body of the purchase order:

"Please refer to Order No. \_\_\_\_\_, dated \_\_\_\_\_, calling for the delivery of (description of items covered), for delivery to \_\_\_\_\_, and amend item \_\_\_\_\_, as follows: (state correction or change desired)."

If the correction and amendment does not affect the cost, statement in the price column should be "no change in cost." If the amendment results in a change in the total amount of the order, the order should carry the statement "Total increase (or decrease) \_\_\_\_\_ dollars; new total \_\_\_\_\_ dollars."

If the sub-order shows an increase in price over the original order released, encumbrance of additional funds shall be accomplished prior to the release of the sub-order. Should it be desired to amend a purchase order for record purposes only, the change having no connection with the vendor or with the material being delivered, the original of the sub-order should not be released to the vendor. Carbon copies thereof, however, shall be prepared in the same number of copies as was the original purchase order and shall be marked as follows: "For record purposes only." Distribution of the sub-orders shall be exactly the same as distribution of copies of the original orders released. Sub-orders should not be issued unless necessary for procurement or accounting reasons.



## 173.3 Cancellation

When cancellation of the purchase order, original of which has been released to the vendor is in order, such cancellation should be effected by the issuance of a sub-order as in the case of an amendment. Notation thereon shall be "please refer to order No. \_\_\_\_\_, dated \_\_\_\_\_, calling for (brief description of items), for delivery to \_\_\_\_\_ and cancel." In addition, if a bill of lading or tax exemption certificate has been furnished with the order originally released, the sub-order shall instruct the vendor to return such bill of lading or tax exemption certificate to the issuing office to prevent illegal use thereof. Distribution of copies of cancelling orders shall be the same as was distribution of the order originally released.

## 173.4 Distribution of Washington Issued Purchase Orders

The original and, when necessary, one copy of all Washington issued orders will be forwarded to the vendor. One copy will be retained by the Administrative Services Division and all other copies will be forwarded to the state office for distribution in accordance with that outlined in 173.1.

## 174 Informal Requests for Prices

Form SCS-136 is prescribed for use in the informal solicitation of prices if and when such prices are not secured orally. If such form is used in lieu of oral solicitation, the form shall be prepared in sufficient copies to permit retention of one carbon copy by the issuing office at the time of solicitation, distribution of the original and sufficient copies to the vendor to permit retention of one copy by the vendor and the return of the original and as many additional copies as may be required for administrative use.

In the upper right-hand position of the form shall be indicated the location of the office sending out the request for prices and the date. In the blank portion of the form in the upper left-hand corner should be inserted the name of the individual, company or source of supply from whom prices are being asked. In the space "destinations" should be indicated the location of the activity to which delivery is desired. The space "shipping point" should be left blank to be filled in by the vendor furnishing the prices requested. In the body of the form the item on which prices are being requested should be adequately described so that there shall be no doubt as to the type and quality of the item on which prices are requested. Where prices are requested from more than one source, description of items in each solicitation shall be exactly the same in connection with any one purchase. Complete specifications need not be indicated as reference to such and such a manufacturer's number or equal will be sufficient to identify quality, size, make, model, etc., in most instances.

## 174 Continued

Each informal price inquiry solicited in writing shall contain a statement that acceptance of an order which may result from the inquiry shall be subject to the provision that no member of or delegate to Congress shall be admitted to any share or part of the order, or to any benefit that may arise therefrom, but that this provision shall not be construed to extend to the order if made with a corporation for its benefit. The individual making the inquiry should sign the original request for prices indicating his official title thereon.

If in connection with the purchase of the item for which prices are being requested, exchange of an old item is contemplated and has been approved, item proposed for exchange should be indicated on the form under the heading "Less exchange allowance on." The vendor should be instructed to list full purchase price and the exchange allowance as separate items.

An informal quotation submitted in response to a request for prices by the government generally constitutes an offer to which the individual submitting the offer can be held. The precise action to be taken in each such case is necessarily dependent upon the circumstances of the particular transaction.

## 175 Bid Invitation Forms

Please refer to the Contract section of the handbook for information regarding prescribed forms and their proper use.

## 176 Government Bill of Lading

## (a) Use

The standard government bill of lading form, with components as listed below, should be used for all freight and express shipments chargeable to department funds:

S.F. No. 1103, U. S. Government Bill of Lading - Original  
S.F. No. 1104, U. S. Government Bill of Lading - Shipping Order  
S.F. No. 1105, U. S. Government Freight Waybill - Original  
S.F. No. 1106, U. S. Government Freight Waybill - Carrier's Copy  
S.F. No. 1103a, U. S. Government Bill of Lading - Memorandum Copy (in multiples as required)

## (b) Symbols and Numbers

Department of Agriculture bills of lading are numbered consecutively from serial numbers assigned by the Office of Information. The serial number appears in the upper-right corner and in the body of the bill of lading form. In accordance with the general regulations, each

serial number must be preceded by the symbol "A." (Transit bill of lading will show the letter "T" as an insert between the symbol "A" and the serial number. See paragraph below on the subject of transit bills of lading.) The number appearing on the bill of lading five-part form should also be shown on all extra memorandum copies used.

(c) Preparation - Bill of Lading Entries

It is important that bills of lading be carefully prepared. They should be legible and complete in strict accordance with the instructions on the reverse side. Any errors in filling out these documents as to consignee, destination, description, and marking of articles to be shipped, or the route specified, may easily result in unwarranted cost to the department. The following instructions cover the preparation of a bill of lading, and the ensuing procedure necessary to actual shipment by the shipper, up to and including receipt of the shipment and accomplishment of the bill of lading by the consignee.

(1) Name of initial transportation company. There shall be indicated in this space the name of the carrier to whom shipment is tendered at point of origin.

(2) Traffic control number. This space should be left blank unless it is necessary that a control number be assigned to a shipment for export or for other reasons specified by an agency exercising regulatory control over transportation.

(3) Carload information. Only in the case of a carload shipment will the spaces under the following headings near the top of the bill of lading form be utilized.

Car Initials and No., Car Length Ft. & Ins., Marked Capacity of Car, and Date Car Furnished.

The space marked "Stop This Car At \_\_\_\_\_ For \_\_\_\_\_" will be utilized only when it is desired that the car be stopped in transit for partial loading or other reasons at some point intermediate to the origin and destination. (See following paragraph relative to the use of transit bills of lading where long stop-overs are involved.)

Determination of quantity to be shipped. It should be determined in advance of making shipment whether or not the quantity to be shipped is sufficient to be moved as a carload. If it is of sufficient quantity, determination should be made as to what size car will accommodate the shipment and an order placed for the minimum size car that will fulfill requirements. The standard car is 36'6" long, inside measurement, and care should be taken to order cars not in excess of this length unless longer cars are absolutely necessary. It is a well established rule that if a carrier furnishes a longer car than the car ordered, the minimum weight shall be that fixed for the car



ordered unless the loading capacity of the car furnished is used. In case an order is given for a car and it later develops that the shipment is not large enough to make up a full carload, the bill of lading should be endorsed "Tendered as a less-than-carload shipment - other freight may be may be loaded in car" in order that the lower rates will be protected, whether carload or less-than-carload.

(4) Date B/L issued. This entry must be made on all bills of lading.

(5) Shipping point. There shall be indicated the name of the town or city and state from which shipment will originate.

(6) Full name of shipper. If shipment is to be made by a commercial source, the name of the contractor or vendor should be indicated. If shipment is to be made by a government agency, the name of the agency should be indicated.

(7) Marks. There shall be listed the marks as shown on the package or packages being shipped.

(8) Office to be billed for transportation charges. The space provided for the "Department or Establishment and Bureau or Service and Location" is usually overprinted somewhat as follows:

"U. S. Department of Agriculture, Forest Service"

Overprint of the "location" is optional dependent on agency requirements. If bills of lading are furnished from the Central Supply Section emergency stock supply, they bear no specific agency overprint; the overprint is "U. S. Department of Agriculture" only, and the agency name and location must be inserted.

(9) Appropriation chargeable. The appropriation accountable for the transportation charges must be entered in this space.

(10) Issuing office. There should be indicated the name of the agency office issuing the bill of lading as "Procurement Office", "Property Office", etc.

(11) Name and title of issuing officer. There should be indicated the name and title of the officer issuing the bill of lading as, "John Smith, Procurement Officer."

(12) Consignee. The name of only one consignee shall appear on the bill of lading, except that there may be specified the name of a party other than the consignee at the same destination to be notified of the arrival of the shipment. Delivery will be facilitated by including in the space provided the street address of the

consignee. Such information enables the carrier to give proper and prompt notice to the consignee when shipment arrives at destination. When this information is not provided, arrival notices are sent out in the General Delivery of the Post Office, and if shipment is consigned to a large city, the delay, while the Post Office is ascertaining the street address of the consignee, may result in otherwise avoidable demurrage or storage charges.

Consignments to nonagency stations. Freight consignments to a station at which there is no railroad agent are left on the station platform or in cars on the siding, and the arrival notice is sent out from the nearest station at which there is an agent. Because shipments consigned to nonagency stations are left unguarded, arrangements should be made to pick them up promptly. In some instances stations are restricted as to the type of freight which can be received. There may be no track facilities for unloading carload shipments or less-than-carload shipments of heavy equipment which the tariff provides must be unloaded by the consignee. Shippers should take due precaution in this regard. Local freight agents usually are in possession of the information necessary to determine station facilities.

(13) Destination. There shall be indicated the name of the city or town and state at which the consignee will receive shipment. (This should be the destination having freight station nearest to consignee's point of use.)

(14) Route. It is the established policy of the department that only the initial carrier with the statement "forward via lowest reasonable available route" shall be shown on the bill of lading, and further that the bill of lading shall carry a through route only when some substantial interest of the government is to be served thereby. Within the framework of this policy, agencies should, insofar as practicable and when competitive bidding is not required, distribute government shipments among the various carriers and modes of transportation to insure, with due regard to available rates and agency service requirements, that all carriers receive equitable shares of the traffic.

Rail - Initial carrier determination. When the bill of lading is issued at the point of origin of the shipment, information regarding the correct initial carrier can be obtained from local railroad agents. When the bill of lading is issued from a point other than the point of origin of shipment, determination of the correct initial carrier can be obtained from the local railroad agents or through the use of the "Official Guide of the Railways and Steam Navigation Lines of the United States" published by the National Railway Publication Company, 424 West Thirty-third Street, New York, New York, at \$3.50 per single copy.



Use of the Guide. In the back pages of the guide there is an alphabetical index of railroad stations which lists the railroad carriers serving each station. If, in checking the shipping point and destination, it is noted that both points can be served by one carrier, then that is the carrier which should be specified on the bill of lading. If the shipping point and the destination are served by different carriers, examine the individual territory maps of the carriers serving the points of origin and destination and specify the carrier serving the point of origin whose line runs in a general direction toward the destination.

Motor freight. If it can be determined locally that use of a motor carrier, properly certificated by the Interstate Commerce Commission will not result in freight charges in excess of the cost for the same service by rail carrier, or it is desired to take advantage of service offered by truckers because of fast freight schedules and/or particular handling or free pickup and delivery service, such trucking service may be utilized. In many instances, motor freight may be cheaper than rail freight.

Water carriers. When it appears that a substantial interest of the department may be served in shipping by water (see 5 AR 522) information concerning rail-water or all-water rates and routes should be obtained in accordance with the procedure prescribed in 5 AR 521 d and d.5. If it proves advantageous to ship via this method, the through route should be specified on the bill of lading. (See 5 AR 522b.)

When a through route by common carrier must be specified. Although freight privileges in the form of land-grant deductions are no longer applicable to civil government shipments, carriers may still offer reduced rates under Section 22 of the Interstate Commerce Act. Such available reduced rates are usually applicable only over specified routes. Information concerning such rates having general application is contained in section 10, 5 AR 530. For procedure covering application for reduced rates, see 5 AR 521b. In accordance with previous paragraph regarding "water carriers", through routes should be specified when making water shipments.

When to specify a particular delivering carrier. A carrier cannot be presumed to know the location of the consignee's warehouse. Thus, if shipment involves the movement of a carlot which is for unloading by the consignee, or if the shipment involves a less-than-carload movement on which carriers' tariffs do not include free delivery service, it is desirable to specify on the bill of lading the name of the delivering carrier whose freight station or team track is nearer consignee's point of use. In making less-than-carload shipments to a destination where, under the provisions of the tariff rate, free delivery service is allowed within the city limits, it is not necessary to consider the question of the delivering carrier unless the consignee is located outside the city limits.



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(15) Pick-up service at origin. The statement of pick-up service must be initialed by a person having accurate knowledge of the facts and in most instances it will not be the person signing the bill of lading as issuing officer. The applicable word or words must be inserted. (See 5 AR 515b.)

(16) Description of articles shipped; number and kind of, and numbers on, packages; weights, etc. All articles should be described specifically, naming such weights, dimensions, and manner of packing as will enable carriers to ascertain classification and rates and to enable recovery in case of loss or damage. (See 5 AR 518.) In listing articles, terms of general description such as grain, stone, lumber, paper, etc., should be avoided. The name of the commodity should be stated in terms provided in tariffs and the Consolidated Freight Classification, as: corn, crushed stone, pine lumber, tissue paper, etc. (If it is not possible to designate classification or tariff descriptions, clear nontechnical descriptions should be used.) Indicate whether in bags, in barrels, in bundels, or boxed or crated; specify if "set up" or "knocked down." (See 5 AR 517.)

Weight. Whenever it is possible, the actual weight of a shipment, or if several packages of different classes comprise a shipment, the separate weight of each class of package, should be determined and entered on the bill of lading. Railroad scale weights are acceptable. (Cubic measurements for shipments via water carriers should also be shown where required.) In making a large shipment which it appears is or is close to being a carload, precaution should be taken to specify the actual weight or estimated weight and not the minimum carload weight applicable to the goods being shipped. (See 5 AR 516, Carload Shipments.)

Spaces to be left blank. The boxed section headed "For Use of Destination Carrier Only" must not be covered by writing or marks since it is for the sole use of the accounting office of the destination carrier to insert therein the proper class, rates, and charges. This box section is not ruled on the memorandum copy of the bill of lading and such space thereon may be used by the issuing officer for showing the estimated transportation charges and for such other accounting classifications as may be administratively required.

(17) Certificate of issuing officer. The issuing officer must, in every case, sign the "Certificate of Issuing Officer" regardless of whether the bill of lading is to be used by a contractor as shipper. Carbon impression signatures on the shipping order and the other forms are acceptable. When the bill of lading is to be used by a contractor as shipper, it is particularly important that the issuing officer fill in above his signature the contract or purchase order number, the date thereof, and the f.o.b. point named in such contract or purchase order. (This reference should agree with the shipping point as named under (5).) Unless such data appear on bills of lading, carriers may refuse

to accept the shipment from a contractor as shipper. If the issuing officer acts also as shipper, he may utilize the space above his signature headed "Other authority for shipment" as his particular agency may require.

(18) Name of transportation company - receipt by carrier. Upon delivery of the property to the carrier for shipment, the bill of lading must be signed and dated by the agent of the initial carrier as indicated in the spaces provided for that purpose.

(19) Disposition of bill of lading forms. When the bill of lading is properly prepared by the issuing office, it, with all memorandum copies, the shipping order, and the two freight waybills, is tendered by the consignor with the shipment to the originating carrier. The agent of the carrier receipts (in the space provided, see (18) above) the original and all copies, returns the original and memorandum copies, and retains the shipping order and the two freight waybills. The consignor then forwards the original to the consignee and makes such distribution of the memorandum copy (or copies) as meets individual agency requirements.

(20) Original bill of lading retained by carrier. Normally, the original bill of lading should be immediately forwarded by the shipper to the consignee (as outlined in (19) above) in order that it will be in his possession upon arrival of the shipment at destination when it will be promptly receipted and surrendered by him to the delivering carrier for billing. However, there may be instances where this procedure would result in the shipment arriving at destination prior to the arrival of the bill of lading as, for example, in cases of single line rail hauls, shipment by air express, or railway express and more often in the case of short-distance hauls by truck. Under such circumstances, the original bill of lading may, if the carrier agrees, be surrendered to the carrier to accompany the shipment. (See section 9, 5 AR 515 for procedure governing the issuance of bills of lading for shipment by Railway Express.) Whenever this procedure is used, the following certificate must be placed on the original and all copies in the set of bill of lading and the signature of the initial carrier's agent in the space provided for receipt by him will constitute a proper execution of the certificate:

"INITIAL CARRIER'S AGENT, BY SIGNATURE BELOW, CERTIFIES HE RECEIVED THE ORIGINAL BILL OF LADING."

Disposition of memorandum copies. In such cases the shipper (issuing officer) will retain one memorandum copy of the bill of lading and will forward immediately to the consignee one memorandum copy, both copies bearing the above certification. If a contractor is shipper, he will retain one copy and forward one copy each to the issuing officer and consignee.



(21) Consignee's certificate of delivery. The shipper or issuing officer will execute no portion of this entry. Upon receipt of the shipment, and after checking same with the bill of lading, the consignee (or in the absence of the consignee, some person duly authorized by him) shall accomplish the bill of lading in handwriting in ink as outlined thereon, and surrender it to the agent of the delivering carrier. If, at the time of delivery, it is evident that there is loss or damage involved, notations as to the nature and extent thereof should be made in the space provided on the reverse side of the bill of lading. In cases of loss or damage which do not become evident until after delivery has been made, such loss or damage should be reported to the local agent of the delivering carrier as soon as possible thereafter. (See 5 AR 520c and d.) The consignee must not neglect to complete the statement as to delivery service. (See 5 AR 515b.)

Ordering special services. When a carrier is requested to perform special services incident to the line-haul transportation, the bill of lading should be endorsed to show the name of the carrier upon which the request was made, the kind and scope of the special services ordered, and the fact that such services were rendered. This endorsement should be signed by or for the person who ordered the special services. If it is not practical to so endorse the bill of lading, the same information may be provided in a statement bearing the symbol and number of the covering bill of lading. This statement should be signed by or for the person who ordered the service and, if possible, attached to the bill of lading. If the bill of lading is not available, the statement should be surrendered to the carrier from which the services were ordered, for transmittal to the last line-haul carrier and presentation in connection with the bill for line-haul transportation charges.

(22) Supplying contractor or vendor with bill of lading. Bills of lading supplied contractors or vendors called upon to ship material at department expense should be filled in at least as to appropriation from which charges should be payable, office to whom charges should be billed, consignee and destination, and issuing officer's certificate.

#### U. S. Government Transit Bill of Lading Forms

##### (a) Definition of Transit

"Transit" as that term is used is the practice, authorized by tariffs, of shipping a commodity from point A to point B, there subjecting it to some manufacturing or commercial process (or storage), and reshipping it to destination C at a through rate less than the combination of local rates from A to B and from B to C, which would be applicable in the absence of a transit provision. The shipment usually passes out of the carrier's control at transit point B and at a later date is again



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delivered to the carrier for further transportation.

(b) Use

The following standard forms have been prescribed for use in connection with government shipments accorded transit reshipment privileges.

SF No. 1131, U. S. Government Transit Bill of Lading - Original  
SF No. 1132, U. S. Government Transit Bill of Lading - Shipping Order  
SF No. 1133, U. S. Government Transit Freight Waybill - Original  
SF No. 1134, U. S. Government Transit Freight Waybill - Carrier's Copy  
SF No. 1131a, U. S. Government Transit Bill of Lading - Memorandum Copy

The transit bill of lading will be issued, after shipment has been made from origin to transit point, to cover shipment from the transit point to destination. The regular bill of lading will be issued to cover shipment from origin to transit point. The size of the transit bill of lading is  $8\frac{1}{2}$  x 14 inches which is 3 inches longer than the regular bill of lading. The extra space has been utilized, in the body of the form under the space provided for description of shipment, for the furnishing of information relative to the inbound shipment from origin to transit point. The U. S. Government Transit Bill of Lading forms will be assigned, by the Office of Information, a separate set of serial numbers beginning with number one (1), with the letter "T" placed between the regular departmental letter symbol "A" and the serial number.

(c) Related forms

Standard Forms 1107, 1108 and 1108a (Temporary Receipt in Lieu of U. S. Government Bill of Lading, and Certificate in Lieu of Lost U. S. Government Bill of Lading - original and memorandum copy) and the bill of lading continuation sheets (Standard Forms 1109, 1109a, 1110, 1111 and 1112) may be used in connection with the transit bill of lading in the same way as they are used with the regular bill of lading.

Temporary Receipt

(a) Use

In the event the bill of lading covering a shipment is not in the hands of the consignee upon arrival of the shipment, there may be temporarily substituted for the bill of lading, S. F. 1107, Temporary Receipt in Lieu of U. S. Government Bill of Lading. Use of the temporary receipt should be limited, as far as practicable to cases where the receipt of the bill of lading has been delayed and where immediate delivery of the shipment is imperative.

(b) Records

Under no circumstances will transportation charges be paid on a temporary receipt; hence, in order that prompt payment may be made to

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the carrier, the person responsible for issuing the temporary receipt(s) should maintain a record of those issued and promptly replace them with the original bills of lading or certificates in lieu of lost bill of lading.

#### Certificate in Lieu of Lost Bill of Lading

##### (a) Use

If the original bill of lading cannot be found after every effort has been made to locate it and it is evident that it has been lost or destroyed, S. F. No. 1108, Certificate in Lieu of Lost U. S. Government Bill of Lading, and S. F. No. 1108a, Memorandum Copy, may be used as a basis for settlement of the transportation charges. The consignee may issue a certificate in lieu of lost bill of lading provided that he is an employee of the Department, has access to the forms, and there are office records that will permit the maintenance of a permanent record of the issuance of such certificates by means of the memorandum copies. He must also have in his possession at the time of issuance a memorandum copy of the lost original bill of lading, S. F. No. 1103a or 1131a, or the carrier's freight waybill, S. F. No. 1105 or 1133, which will enable him to accomplish the certificate in lieu of lost bill of lading in every detail. If the consignee does not have the proper documents to enable him to prepare a certificate in lieu of lost bill of lading, he must refer the matter to the officer who issued the original bill of lading. The issuing officer will prepare the certificate in lieu of lost bill of lading and immediately forward it to the consignee for execution of the certificate of delivery.

##### (b) Execution of Certificate

The following certificate which has been incorporated in the Certificate of Issuing Officer and in the Certificate of Consignee printed on the face of the Certificate in Lieu of Lost U. S. Government Bill of Lading, S. F. No. 1108, must be executed by the consignee or the issuing officer who issues the certificate in lieu of lost bill of lading: "Issued in Exact Conformity with Standard Form No. \_\_\_\_\_ in my Possession."

##### (c) Disposition

If the consignee has already issued a temporary receipt, he should so indicate on the certificate in lieu of lost bill of lading, turn the latter over to the carrier and send a copy through proper channels to the administrative accounting office concerned.

##### (d) Use of Old Certificates in Lieu of Lost Bill of Lading

Until such time as any supplies of certificates in lieu of lost bill of lading prescribed by General Regulations 97, issued April 13, 1943,

on hand are exhausted, a certificate in the exact words stated in (b) above should be stamped or typed on the face of the certificate in lieu of lost bill of lading.

(e) Original Bill of Lading Located

(1) Before settlement is made. If the original bill of lading is located before settlement is made on the certificate in lieu of lost bill of lading, said original bill of lading will be substituted therefor and the certificate will be marked with the notation - "Canceled--original bill of lading located and delivered to the destination carrier" and returned to the office which originally issued the certificate in lieu of lost bill of lading.

(2) After settlement is made. If the original bill of lading is located after settlement is made, it will be forwarded, with appropriate advice, to the administrative office concerned, there to be properly voided and inscribed with the name of the disbursing officer and his voucher number (or the General Accounting Office certificate of settlement number) and the date on which the Certificate in Lieu of Lost U. S. Government Bill of Lading, issued in its stead, was paid, and then transmitted to the General Accounting Office.

Commercial Bill of Lading Converted to Government Bill of Lading

(a) Policy

Government property should not be shipped on a commercial bill of lading or express receipt unless such procedure is unavoidable. Payment to the carrier of the transportation charges will not be made by the department on such commercial document alone.

(b) Procedure

If shipment is of necessity made on a commercial bill of lading or commercial express receipt, the words - "To be Converted to a Government Bill of Lading" - must be placed on the original commercial document and all copies. If the consignee is not a government employee or establishment, the original commercial bill of lading or express receipt shall be forwarded by the shipper to the government official who authorized the shipment. The consignee or other authorized officer will then prepare a government bill of lading to cover the shipment, signing as issuing officer. The commercial document on which property was shipped should be securely attached to the government bill of lading and both the government bill of lading and the commercial document should be cross-referenced and forwarded promptly to the consignee (if the consignee is not preparing officer) for execution of consignee's certificate of delivery on the government bill of lading and surrender thereof to the destination carrier upon delivery of the shipment. The signature of the agent of the initial



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carrier will not be required on the government bill of lading as it will appear on the commercial document.

(c) Lost Commercial Bills of Lading

(1) Converting other than original commercial document. If the commercial bill of lading or commercial express receipt on which government property was unavoidably shipped should become lost or destroyed, but the consignee has in his possession the carrier's "Shipping Order" or the carrier's "Freight Waybill" (A.A.R. Standard Form No. AD-129-Part 3) or the Railway Express Agency "Delivery Sheet", the consignee may convert such commercial document to a government bill of lading which he will obtain, if he himself is not in a position to furnish it, from the government official who authorized the shipment. To avoid duplicate payment of the transportation charges, there should, of course, be an adequate system of control such as the maintenance of a record of the issuance of government bills of lading in conversion of commercial documents.

(2) Converting photostat copy of other than original commercial document. Under the same conditions, the consignee may also convert a photostat copy of the carrier's "Shipping Order" or the Railway Express Agency "Delivery Sheet" to a government bill of lading provided that, before photostating the commercial document, the carrier places thereon a notation as follows: "Photostat copy of this Document furnished Consignee on           (date)           to be converted to a Government Bill of Lading."

(3) Converting certified copy of other than original commercial document. A certified true copy of the above commercial documents furnished by the carrier may likewise be converted to a government bill of lading by the consignee, provided the certified true copy contains a carbon impression thereon obtained by typing or otherwise placing on the carrier's "Shipping Order" or the Railway Express Agency "Delivery Sheet" the following statement: "Certified True Copy of this Document furnished Consignee on           (date)           to be converted to a Government Bill of Lading."

(4) Location of lost original commercial document. If the lost original commercial bill of lading or lost commercial express receipt is located subsequent to the conversion of the carrier's "Shipping Order" or the carrier's "Freight Waybill" (A.A.R. Standard Form No. AD-129-Part 3), or the Railway Express Agency "Delivery Sheet" to a government bill of lading, it will be forwarded with appropriate advice to the administrative office concerned, where after payment has been effected on one of the above documents, the original will be properly voided and inscribed with the name of the disbursing officer and his voucher number (or the General Accounting Office certificate of settlement number) and the date on which paid, and then transmitted to the General Accounting Office.

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## Related Forms

(a) Continuation sheets. The following standard forms are prescribed as continuation sheets for use, if needed, with the regular government bill of lading, S. F. 1103, etc., and the Government Transit Bill of Lading, S. F. 1131, etc:

SF 1109, U. S. Government Bill of Lading - Original, Continuation Sheet		
SF 1109a, U. S. Government Bill of Lading - Memorandum,	"	"
SF 1110, U. S. Government Bill of Lading - Shipping Order,	"	"
SF 1111, U. S. Government Freight Waybill - Original,	"	"
SF 1112, U. S. Government Freight Waybill, Carrier's Copy,	"	"

(b) Voucher forms

(1) Use

Standard Form No. 1113, Public Voucher for Transportation Charges (original) and Standard Form No. 1113a, Public Voucher for Transportation Charges (memorandum) are prescribed for use by carriers as the forms on which to bill their charges against all branches of the government service for the transportation of things. The arrangement of this voucher form requires only the listing of the symbol and serial number and amount of each bill of lading, and does not provide for descriptive details of the service rendered. (7 AR 624.)

(2) Cost

Carriers will bear the cost of the transportation voucher forms. They may purchase them from the Superintendent of Documents, Government Printing Office, Washington, D. C., or may print the forms themselves or have them printed by any association of carriers, provided the exact size, wording, and arrangement, as approved by the Comptroller General of the United States, is adhered to.

Furnishing vouchers to carriers. If there arises the question of department agencies furnishing copies of the standard transportation voucher to those transportation companies (primarily small truckers) whose business with the government is so intermittent that their knowledge of government billing procedures, forms, etc., is somewhat limited the procedure should be as follows.

Education in billing requirements. Where offices have been in the habit of supplying small independent carriers with voucher forms and where it is known that additional shipment will be made via the same carriers, there should be instituted a gradual education in billing requirements. In other words, rather than continue to supply a certain carrier with a voucher each time he makes a shipment, it is suggested that he be furnished with one copy to use as a sample and possibly others to take care of his immediate needs and that he be advised how and where he may obtain a supply.

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Exceptions to general rule. In some instances, however, it may be impractical to ask carriers rendering very infrequent service to obtain a supply of voucher forms through the prescribed channels. In such cases, there is no objection to furnishing the carrier with a voucher. Field officers should judge the merits of each case.

Requisitioning forms. Agencies may obtain supplies of Standard Forms 1113 and 1113a, for the purposes mentioned above, from the General Services Administration supply centers.

#### 176.1 Bill of Lading Accountability Record

When it is determined that proper accountability control can be maintained through the use of copies of bills of lading, the maintenance of S. F. 1121 may be discontinued.

#### 176.2 Freight or Express Shipments to Washington, D. C.

All freight or express shipments to the Soil Conservation Service, Washington, D. C., shall be covered by a bill of lading at the time of shipment. All such shipments shall be addressed to the Soil Conservation Service, South Agriculture Building, Washington 25, D. C. The original of the bill of lading shall be forwarded promptly to the above address.

#### 177 Tax Exemption Certificates

Certain states, municipalities, and local authorities have imposed a sales tax on sundry commodities from the payment of which the United States is exempt, and the Revenue Act of 1932, as amended, imposing an excise tax on manufacturers, producers, and importers, provides for the exemption from the payment of such tax when merchandise is sold direct to the United States Government and for the adjustment or refund of such tax to the manufacturers, producers or importers in those cases where the merchandise on which the tax is paid is resold for the use of the United States Government, exclusive of the federal tax. See 5 AR 284.

The Revenue Act of 1943 (Public Law 235) terminates certain governmental tax exemptions and imposes taxes on certain articles and services previously exempted when sold or furnished to the United States Government. Therefore, where federal taxes are imposed on articles or services no exemption is provided except those specifically authorized for the Department of Agriculture by the Secretary of the Treasury, as follows:

(a) Any payment for telephone, telegraph, cable, radio, or leased wire services or facilities furnished directly to the United States and for which payment is made directly by the United States, provided, that nothing in the authorization shall be construed to authorize any



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exemption as to payment for services or facilities furnished to a contractor, or other person, operating under a contract to perform work on behalf of, or to furnish articles or material to the United States Government or any agency thereof.

(b) Any payment for transportation of persons (including seats, berths, etc.,) furnished to the government upon a U. S. Government transportation request.

(c) Any payment for transportation of property to or from the Government of the United States shipped on a Government Bill of Lading. Except as provided above in (a), (b) and (c) billings will include federal excise taxes. In case of the three classes of exemptions authorized in (a), (b) and (c) no exemption certificates shall be issued as billings will be made without inclusion of the federal tax.

The following standard forms are to be used by all departments, establishments and agencies of the United States Government in the purchase of such merchandise for the exclusive use of the United States Government.

- No. 1094 - U. S. Government Tax Exemption Certificate
- No. 1094a - Cover of U. S. Government Tax Exemption Certificate  
book (front, outside, and inside; back, outside)
- No. 1094b - Tabulation sheet (insert)

#### 177.1 Responsibility - Issuance

(1) Listed below are certain regulations relative to the issuance of tax exemption certificates:

(a) Standard Form No. 1094 - U. S. Government Tax Exemption Certificate.

1. Will be used when a State or local sales tax attaches at the time of sale to the consumer and,

a. the vendor sells at a price exclusive of such tax, in which case the form will be for use by the vendor in claiming exemption from the payment of the tax to the taxing authority;

b. the vendor refuses to sell at a price exclusive of such tax, in which case the form will be used by the United States Government as the basis for billing the taxing authority for a refund for the taxes paid.

2. May be used when it has been definitely established at time of purchase that the price paid is exclusive of the Federal tax

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imposed by the Revenue Act of 1943 in which case it will be for use by the seller as evidencing the sale to the United States Government of the commodity and in the quantity stated.

3. May be used where purchases are made under contract providing for deliveries extending over a period of time, in which case a certificate may be issued by the office purchasing, and given to the contractor to support invoices covering actual deliveries to the United States Government of the commodity and in the quantity stated.

(b) Standard Forms Nos. 1094a and b - U. S. Government Tax Exemption Certificate Book Cover and Tabulation Sheets. Will be used for the purpose of keeping a permanent record in the respective Administrative offices of Tax Exemption Certificates issued.

(c) Standard Form No. 1094c - U. S. Government Tax Exemption Identification Card - Standard Department of Agriculture Identification card used in lieu of this form.

(2) A separate certificate will be prepared for each kind of tax (State, local, etc.) involved under the conditions described in Paragraph (a) above. In the issuance of these certificates care must be exercised by the purchaser to fill in the block provided for showing on each certificate the separate amounts of the taxes involved so that the certificates may be used only for the purpose intended. The purchaser will insert his signature and title on the line provided therefor. The certificate will be issued to the vendor when the price paid is exclusive of the State or local tax, but will, in accordance with Paragraph (a)-1.-b., be retained by the purchaser when the price paid includes a State or local tax. In the latter case, the serial number of the certificate will be shown on the payment voucher and the certificate (Certified "Correct and Just" by the vendor) will be forwarded with the voucher.

(3) If the space provided for showing the quantity, price, etc., of the articles purchased is not sufficient, a separate statement may be attached to the form.

(4) Exemption Certificates Must Not Be Issued:

(a) For merchandise purchased which is subject only to the Federal tax and such tax is included in the price paid.

(b) For items of subsistence expense when an official or employee of the Service is traveling on official business under a per diem allowance.

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(c) For items of travel expense when an official or employee of the Service is traveling on official business under a per diem allowance.

(d) By individuals in official travel status, unless payment is actually made at the time of purchase.

(5) The fraudulent use of a certificate for the purpose of securing exemption from the payment or adjustment of taxes will subject the guilty party to a fine of \$10,000.00 or imprisonment for not more than 10 years, or both.

(6) Receipt forms have not been provided in the Tax Exemption Certificate books. It will be necessary, therefore, when making a cash purchase, for the purchaser to secure a proper receipt from the vendor to support his (the purchaser's) reimbursement claim. Such receipts should be prepared with typewriter, ink, or indelible pencil, should contain a statement showing whether the amount paid included any tax, and should show the title of the individual signing for the vendor.

(7) Necessary steps shall be taken by the State Office toward collection of the refund of the taxes paid from the State or local taxing agency. When tax exemption certificates are to be issued they may be furnished at the time purchase order is drawn in such instances where the quantity of material for delivery is definitely known. If the exact quantity for delivery cannot be correctly determined at the time purchase order is issued on an award, tax exemption certificate may be issued in blank with regard to the specific quantity. Information, however, as to the contract number and purchase order number shall be indicated in order that the taxing authority may determine the correct amount of tax. Such certificate is to be supported by vendor's copies of his invoices when claiming exemption.

(8) If desirable, when the quantity for delivery cannot be correctly determined at the time purchase order is issued, tax exemption certificate may be issued upon receipt of invoice from the vendor. Where the exact amount of tax involved cannot be determined in those instances where the specific amount of material for delivery is known, the exemption certificate may be issued, giving complete description and quantity of the commodity ordered, the purchase order number, contract number, etc., with the space for the amount of taxes involved left blank. Taxing authorities may ascertain from this information the proper amount of tax. In instances where the certificate cannot be correctly issued at the time the purchase order is forwarded to the vendor, notation should be indicated on copies of the purchase order to the effect



## 177.1 Continued

that the tax exemption certificate shall be furnished upon receipt of certified invoice. In such instances, the exemption certificate shall be issued by the State Office at the time vendor's invoice or voucher is received and placed in line for payment. When certificates are issued and forwarded to the vendor with the purchase order, the number of the certificate shall be listed on the original and all copies of the order.

## 177.2 Accountability

The accountability of the unused books rests with the Budget and Finance Division, therefore, books of tax exemption certificates, for subsequent issuance to vendors, shall be secured from the Budget and Finance Division. See Budget and Finance Handbook 951.

## 177.3 Loss of

Should it develop that a tax exemption certificate issued to a vendor has become lost by the vendor after its issuance, thereby necessitating the issuance of additional certificate to permit the vendor claiming exemption from the tax, another tax exemption certificate shall be issued carrying the same information as was inserted on the original exemption certificate issued to him. In addition to that information, the second certificate should be plainly marked "Duplicate of Certificate No. \_\_\_\_\_".

## 178 Vouchers

For information on the preparation and handling of vouchers and invoices, see Budget and Finance Handbook 800 et seq.

PROPOSED PERMANENT CHANGE OR NEW INSTALLATION  
IN TELEPHONE AND/OR TELETYPEWRITER SERVICES

DATE: \_\_\_\_\_

1. BUREAU: \_\_\_\_\_
2. LOCATION: \_\_\_\_\_  
                                (City)   (State)  
\_\_\_\_\_  
                                (Address)   (Name of Building)
3. TELEPHONE SERVICE:
- a. Type of proposed installation \_\_\_\_\_
- b. TPS item number(s) \_\_\_\_\_
- c. New installation ( ) Addition to present installation ( )  
Substitution for present installation ( )
- d. Cost of proposed installation \$ \_\_\_\_\_ Nonrecurring  
\$ \_\_\_\_\_ Recurring  
Cost of present installation \$ \_\_\_\_\_ Nonrecurring  
\$ \_\_\_\_\_ Recurring
- e. Number of personnel to be served from proposed installation: \_\_\_\_\_
- f. Are there on-premise or off-premise facilities that could be utilized in lieu of proposed installation? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)
- g. If answer to question f is "Yes" give detailed reasons why existing facilities cannot be utilized in lieu of proposed installation: \_\_\_\_\_
- h. Date installation desired \_\_\_\_\_
4. TELETYPEWRITER SERVICE:
- a. Type of proposed installation \_\_\_\_\_
- b. TPS item number(s) \_\_\_\_\_
- c. New installation ( ) Addition to present installation ( )  
Substitution for present installation ( )
- d. Number words per month each circuit \_\_\_\_\_
- e. Are there on-premise or off-premise facilities that could be utilized in lieu of proposed installation? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)
- f. If answer to question e is "Yes" give detailed reasons why existing facilities cannot be utilized in lieu of proposed installation: \_\_\_\_\_
- g. Date installation desired \_\_\_\_\_

Bureau Representative





UNITED STATES DEPARTMENT OF AGRICULTURE  
SOIL CONSERVATION SERVICE  
WASHINGTON 25, D. C.

February 25, 1954

STATE CONSERVATIONISTS  
TERRITORIAL CONSERVATIONISTS  
OFFICIALS IN CHARGE, INTERIM REGIONAL OFFICES  
FIELD CARTOGRAPHIC OFFICES

Attached are revisions of the Procurement and General Services and the Records Management and Communications portions of the Administrative Services Division Handbook.

These are being forwarded for your advance information and review and in order that they may be discussed at the forthcoming Administrative Officers' meeting scheduled for March 15, 1954.

The portion of the Records Management Handbook covers the responsibilities in Records activities at the National and State level. The other two portions covering disposal schedules and communications will be forwarded at a later date.

The Procurement and General Services portion of the Handbook covers the delegation of certain procurement authority and pertinent purchase procedures.

The authorities and functions delegated to the "State Administrative Officer" in both portions should be understood to include comparable officials at the Territorial Offices and the Cartographic Field Offices having Administrative staffs.

Until such time as the State Administrative Officers have assumed their new official duties, the procurement and related authorities delegated to such offices may be exercised by the State Conservationists or the State Administrative Assistants.

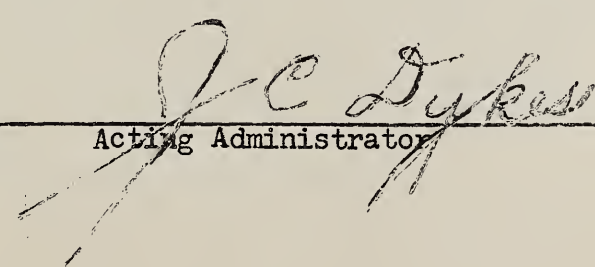
  
\_\_\_\_\_  
Acting Administrator



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## 800 RECORDS MANAGEMENT AND COMMUNICATIONS

The sensible and scientific management of records and the proper control and coordination of communication facilities are essential to the efficient operation of an organization. In the Soil Conservation Service, the Director of the Administrative Services Division and the Chief of the Records Management and Communications Branch are responsible for discharging these management functions.

(1) Scope. The instructions, policies and procedures appearing in this handbook have been developed in accordance with statutory requirements, regulations of the General Services Administration and the U. S. Department of Agriculture. They are for use by all employees in the Soil Conservation Service engaged in Records Management and Communication activities.

## 801 BUREAU RESPONSIBILITY

It is the responsibility of the Administrator, Soil Conservation Service, to establish and maintain an adequate records management program as an integral part of its management function. Such a program should provide for:

- (1) Effective controls over the creation, the organization, maintenance and use and the disposition of all agency records.
- (2) Collaboration with the Office of Plant and Operations in developing and applying standards, procedures and techniques designed to improve the management of records of continuing value and facilitate the disposal of all records of temporary value.
- (3) Compliance with the provisions of the Federal Records Act of 1950 and any regulations issued thereunder.

## 802 STATE RESPONSIBILITY

It is the responsibility of the State Conservationist and the State Administrative Officer to see that the records program within the State is carried out in accordance with instructions issued by the National office and the Department. In some instances the Administrative Officer may be responsible for more than one State.

(1) Responsibility of Field Offices Under Jurisdiction of the State Office. The Area Conservationist will be responsible for the records management program at the Area and Work Units under his control. The State Administrative Officer is responsible for the coordination of the records program at the Area and Work Units and any other locations attached to the State office for service purposes (Engineering Design Units and Cartography).

## 803 RECORDS MANAGEMENT

Records management is a specialized field of endeavor and deals with problems and practices relating to the creation, maintenance and use of records in the conduct of current business and in the preservation,

## 803 RECORDS MANAGEMENT (CONTINUED)

elimination, transfer or other disposition of those records which are not currently required or are infrequently used.

If a proper control and coordination of records is maintained, it will result in a saving of time and effort on the part of those who must file and find records. It will result in economy in the use of space and equipment for housing records. It will result in simplifying the identification and preservation of records required by law to be kept for the proper documentation of Soil Conservation Service activities.

## 810 DEFINITIONS

(1) Records. The word "records" as defined in the Records Disposal Act of July 7, 1943, as amended July 6, 1945 (57 Stat. 380; 59 Stat. 434), includes all books, papers, maps, photographs or other documentary materials preserved by an agency of the United States Government as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value contained therein.

(2) Non-record Material. Library and museum material preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference and stocks of publications and processed documents, are not considered "records."

## 810.1 CENTRALIZED AND DECENTRALIZED RECORDS

(1) Centralized Records - Washington Level. Where the records of an organization are maintained in a single area, they are known as a centralized file. In the Washington office, correspondence addressed to the Administrator and answered by him or a member of his immediate staff will be centrally filed in the Records and Communications Unit.

(2) Centralized Records State Level. All State offices, insofar as possible, will centralize their records in a single area. Correspondence and records addressed and routed to the State Conservationist, Assistant State Conservationist and any other members of his immediate staff, and answered by them, can be centrally filed in one area. Technical material may be filed in one central area. The use of this system precludes the maintenance of records in any other area of the unit. The system includes positive control of all correspondence.

(3) Decentralized Records - General.

- (a) Records maintained in several areas of any organizational unit are known as decentralized files. Decentralized filing is the most common method of records management although the degree of decentralization varies considerably. Decentralization of the records requires close central control of certain management functions, as the classification system used, use of charge-outs and cross references, and periodic



810.1 Continued

## (3) Decentralized Records - General (a) - continued

retirement and disposal. In many respects, it is a more difficult system of management since personnel not directly connected with the records office are engaged in filing operations. Careful training of these personnel is essential. Periodic inspection of decentralized files is a necessity; otherwise, experience shows that such records lose their identity with respect to the filing scheme in use and are difficult, if not impossible, to process for ultimate disposition.

- (b) Records most commonly decentralized are those reflecting the housekeeping functions of an organization - routine administration. Most of these records lend themselves to relatively simple file arrangement and most of them eventually land in the category of useless documents. Of these records, the most difficult to manage will be the general correspondence.
- (c) Technical and operating records are less frequently decentralized. They involve more or less complex filing and are ultimately considered as possessing considerable value. Decentralization is quite often complicated by the inclusion of quasi-administrative material in the files. The decentralization of these records must be accompanied by very careful management on the part of the records personnel.
- (d) Top level administrative, operating, planning, program, and fiscal records are not recommended for decentralization. In the Soil Conservation Service, these records are represented by those generated and received by the Administrator and his staff, and the State Conservationist and his staff. Such records should be centrally filed and controlled.

(4) Decentralized Records - Washington Level. This includes all of the records filed and maintained in the technical branches and administrative divisions.

(5) Decentralized Records - State Level. Where it has been determined that it is not feasible to file technical and administrative records in a central file due to the fact that personnel is in scattered locations, the records should be filed in the office where the function is being performed, i. e. Engineering records in the office of the State Engineer, etc.

## 811 CURRENT RECORDS MANAGEMENT

(1) The Record Copy of Official Correspondence and Documents. In cataloging records which have to be considered both for retention and disposal, it is necessary that we know the definition of Record Copy, also the physical location of the Record Copy of documents and correspondence.

(a) Definition of Record Copy. The record copy may be defined as that copy of any document, piece of correspondence, paper, map, memorandum, etc., which is subjectively filed, either in case, document, or classified general files, and which ultimately represents the official record to which the Service, other government departments, or agencies, or the public may look for evidence of the organization, history, and achievement of the Soil Conservation Service. It is the copy which, unless it is authorized for disposal by Congress, will eventually be deposited in the Archives of the United States. The record copy is to be distinguished from all extra copies regardless of the purpose for which they may be used, either by distinctive color, definition as to exact file location, or other administrative means. The record copy is usually the signed original or the initialed carbon copy. Duplicates or non-record copies of correspondence and records ordinarily are authorized for disposal in a relatively short time, whereas the record copy is retained indefinitely.

(b) Location of Record Copy. The record copy is distinguished from all extra copies regardless of the purpose for which they may be used by showing the exact location where the material will be filed. In nearly all cases, the record copy will either be filed in the State or Washington Office files. In instances where the record copies may be filed in any of the field locations, they are identified in Section 822.1.

(2) Protection of Records. The organization and maintenance of records including location and arrangement and the processing of mail, shall be performed in such manner as to afford the most protection to the records. Records shall be protected from dust insofar as practical, and shall be kept clean, neat and orderly. Each person who processes mail and/or maintains records shall avoid unnecessary folding, wrinkling, or otherwise damaging such records and shall protect them from the weather, or any harmful element as much as possible. They shall also protect the records of the Service from examination or inspection by unauthorized persons. Each individual who is responsible for records will respect the trust and confidence given him and refrain from discussing, except in official capacity, any record, communication or document.



811.1 THE SUBJECT-NUMERIC SYSTEM OF RECORDS MANAGEMENT

(1) General Description. The Subject-Numeric System of maintaining official records is based upon the simple principle of filing alphabetically by subject. It is an adaptation of the simple subject system and the more complex decimal or numerical systems. It retains the simplicity of the alphabetical arrangement of subject titles, brings together related subjects and provides in its subject designations a compromise between long understandable subject titles and short meaningless numerical titles. This system consists of a selected number of subject titles arranged alphabetically, with the sub-divisions of the subjects assigned numerals. The use of numerals for the sub-divisions of the primary subjects makes it possible to use short filing designations when marking material for filing.

- (a) Primary Subjects. Records received by, originating in, or processed by the Service are broken down into a small group of broad general subjects which are known as primary subjects. These primary subjects are arranged alphabetically and in such arrangement, represent the basic file outline.
- (b) Secondary Subjects. These subjects are a sub-division of primary subjects which they directly modify.
- (c) Tertiary Subjects. These subjects are a sub-division of the secondary subjects which they directly modify.
- (d) Use of Primary or Sub-division of Primary Subjects. In the process of grouping related subject matter, it should be remembered that the amount of sub-division under a primary subject is dependent on the volume of records to be filed under that category and the use made of the records. If an office, for example, should have only a few pieces of correspondence to be filed under a primary subject, no sub-division would be required. Folders and guides are to be prepared only as needed.

(2) The Standard File Outline. Two separate file outlines have been prepared for the use of Soil Conservation Service personnel—one for the Washington and State Offices, and one for Area and Work Unit Headquarters. The latter is a combination disposal schedule and file outline. See 822.1 (11). Correspondence and records retained by the Soil Scientists and Soil Supervisor will be filed and maintained in accordance with the outline prepared for Area and Work Units.

Effective July 1, 1950, all offices in the Soil Conservation Service were advised to use the Subject-Numeric filing system and maintain all records of the Soil Conservation Service according to the procedure herein prescribed. These instructions apply to all records of the Service including letters, telegrams, documents, forms, instructions, reports, memoranda, administrative and technical matters, and miscellaneous data.



## 811.1 Continued

- (a) The Numbering System. Primary subjects are always indicated by title or abbreviation of title. Secondary subjects are indicated by title but for ease in classification, they are also identified by arabic numerals. Where tertiary subjects are developed, the secondary and tertiary numerals should be separated by a dash. For example: The primary subject, RECORDS MANAGEMENT, is subdivided into several secondaries, one of which is entitled Disposition. This secondary is further identified by the arabic numeral thirteen (13). A tertiary division of this secondary subject could be Disposal of Useless Documents and is further identified by the numeral one (1) preceded by a dash (-). It looks like this:

## RECORDS MANAGEMENT

## 13 DISPOSITION

## 13-1 Disposal of Useless Documents

and is written like this:

## RECORDS MANAGEMENT 13-1

The use of this numbering system will be explained in both the classification of records and organization of the files. In the consolidated Standard Classification Outline and Disposal Schedule prepared for Area and Work Unit Headquarters only a few of the primary subjects have been subdivided into secondary subjects. Any other subdivision which may be necessary will be the case files which should be broken down and arranged either by date, location, number or alphabetically. For example, under PROCUREMENT, a small office will have need for one folder to take care of the general correspondence and will be followed by the actual case file of documents. These case files should be placed in third position folders following the primary subjects to which they relate. The primary subjects will be shown on first position folders and if secondary subjects are used, they will be shown on second position folders. In special cases where additional breakdowns are required, please contact the National Office for a list of the secondary subjects which should be used.

To facilitate the disposition of records and to provide for consistency and ease in classification, the numerical designation of the secondary subjects should be followed as shown in the outline. The numerals so assigned will be left blank when the subject which they represent are not used or do not apply. In the larger offices Nos. 1 through 10 have been reserved for recurring subjects. Since many of these

## 811.1 Continued 2

## (a) The Numbering System - continued

recurring subjects would not be used in the smaller field locations, these numbers 1 through 10 have only been included in a few special cases in the outline prepared for Area and Work Unit Headquarters.

(b) Recurring Subjects. Recurring subjects are secondary subjects which are found back of two or more primary subjects. They provide a constant location for filing material which, although classified according to a common title, is specifically related to the primary subject. For example, Reports - these may be related to almost any primary subject.

The numerical designation of the recurring subject is constant throughout the file outline. This provides for consistency and ease in both classification and filing. Provision has been made for the future addition of recurring subjects.

Following is a list of the recurring subjects which will be found in the outline. All recurring subjects are identified in the outline by an asterisk (\*):

1 REPORTS (AND MEETINGS)\*

This will include only such reports as cannot be filed back of any other secondary subject and which does not belong back of the primary REPORTS. It will cover divisional and sectional, annual or special reports, trip reports, special and observational studies or technical reports which may extend beyond the purview of a particular secondary, reports of committees, conferences, meetings and the like. In a general sort of way it may be rather broadly interpreted to include reports of activities and functions which occur so infrequently as to make it unnecessary to establish an independent secondary subject. For example a report on vegetated waterways would be filed back of AGRONOMY 13, whereas a trip report made by the agronomist would likely be filed AGRONOMY 1.

The subject also covers activities involving intra-bureau meetings which may be confined to the primary under which the recurring subject is listed and which do not belong to the primary MEETINGS.

2 OUTSIDE RELATIONS\*

This subject has been included to take care of relationships which exist between personnel in specialized operations and organizations outside the jurisdiction of the

811.1 Continued 3

## 2 OUTSIDE RELATIONS\* - continued

Soil Conservation Service. These relationships normally are the result of mutual interests or of joint activities which flow from the very nature of the duties performed by the individual. Such relationships must be specifically related, however, to the primary subject, e. g., relationships of technical personnel with professional societies and the like.

It is anticipated that this subject will cover the minutes of the meetings of professional societies, correspondence with such groups, or with other organizations regarding technical aspects of the work. It should also cover cooperative ventures and participation in or with such groups.

The secondary subject, OUTSIDE RELATIONS, is not intended to cover RELATIONS, which is a primary in the Standard Outline. Perhaps the basis for differentiating these two subjects should be: does the cooperation of relationship extend beyond a narrow or functional line and involve the Service, as an organization, with the public. If it does, the primary should be used; otherwise, the appropriate secondary.

The use of appropriate cross reference as finding aids is to be encouraged in connection with this recurring subject. In border line cases, especially, appropriate crosses should be made to RELATIONS.

## 3 DISTRICTS\*

The use of this subject as a recurring is limited to specific primary subjects. They are:

CARTOGRAPHY  
FARM PLANNING  
DRAINAGE AND IRRIGATION  
INFORMATION AND EDUCATION

OPERATIONS  
PLANTING MATERIALS  
RECORDS AND REPORTS  
SOIL CONSERVATION SURVEYS  
WATER CONSERVATION

This recurring subject, although relating to districts, will cover records which bear a more important relationship to the primary subject which it modifies. Most of these records will have little archival value.



## 811.1 Continued 4

## 4 HEARINGS\*

This recurring subject is to be used only as it is needed. The primary subject, HEARINGS, which occurs in the outline is to be used mostly for a control file.

## 5 GRAZING\*

As a recurring subject this should be used where the grazing is closely related to or necessary to document the primary subject.

## 6 FIRE CONTROL\*

This recurring subject provides for records concerning the control of fire for the protection of life, property, and natural resources. It is not to be confused with the use of controlled burning as a conservation practice.

## 7 USDA COORDINATED PROGRAM\*

The use of this subject as a recurring is limited to specific primary subjects. It provides for records developed under the coordinated program of USDA agencies as a result of Secretary's Memoranda 1278, 1279 and 1280. Covers policy, procedures and responsibilities on all phases of ARC, ACP and Farm Family Review; organization of mobilization committees, consolidation of common administrative services, and planning technical agricultural conservation program with the Forest Service, Experiment Stations, Extension Service and the Soil Conservation Service, and any other similar activities in an effort to step up the overall conservation program.

## 8-10 Reserved for Future Recurring Subjects

(c) The General Folder.

It is realized that in connection with each primary subject there is always the possibility of records being created which are so general in character as to make it impossible for the establishment of logical secondaries, except at the expense of having a great many secondaries, none of which will contain a significant quantity of record material. In this category are those broad and vague subjects called policy and procedure; there is also material which may modify two or more of the secondary subjects which have been designated. To provide for the filing of such material, each primary guide should be followed by a folder bearing the same title as the primary subject, but not numbered. This procedure is necessary of course only in the larger offices where more than one secondary subject is required. In smaller offices such a folder would suffice to cover all of the records regarding the primary subject.

811.1 Continued 5

(d) Primaries, Secondaries, and Recurring Secondaries.

Additional subjects may not be established without the prior approval of the National Office. Tertiary subjects and case files may be established when necessary.

(e) Standard File Outline for National and State Offices.

Primary subjects have been broken down to show the secondary subjects which should be used - providing the volume of correspondence and the complexity of the material makes the sub-division necessary. No sub-division of the secondary subjects has been made in the outline; each State office should develop such tertiaries as are necessary. The larger State Offices will have use for most of the primary subjects and a number of the secondary. Case files will be developed as are necessary to make the files complete. Primary subjects in this outline such as Nursery, Research, Planting Materials and Operations will not be deleted until it is determined what the need will be for records created under Planning and the Staff Specialists attached to Engineering and Plant Technology.

## THE STANDARD OUTLINE

## ACCIDENTS (CLAIMS, DAMAGES) (ACD)

Includes personal injury and property damage involving Soil Conservation Service personnel and equipment. This is not confined to automotive equipment.

## 1 REPORTS\*

## 11 CASE FILE SERIES

A case file of accidents, classify by name or by date of accident. Some attention should be given to the disposal of these documents when deciding the method of classifying.

## ADMINISTRATIVE SERVICES (ASD)

This is a general file to cover records which, although relating to the functional work of the ASD, do not directly modify other primaries. For example, while procurement is a function of ASD, nonetheless it has been given the rank of a primary subject because it is subjectively separable.

## 1 REPORTS\*

This will include trip reports, administrative examinations and inspection reports. For itineraries and other travel records, see TRAVEL.

811.1 Continued 6

7 USDA Coordinated Program\*

Joint or cooperative handling of common administrative functions as office layout, supply services, effective utilization of equipment, records management, and communications. Includes minutes of meetings and reports on these and other related functions.

11 SPECIAL STUDIES

This will include such record material as crosses functional or sectional lines, e. g., a study on common services for the Bureau of the Budget.

AGREEMENTS (Agree)

This will include memoranda of understanding, cooperative agreements, etc., which are not basically contracts; it excludes the farmer-district or other district agreements. There would be filed here, however, general records regarding the use and type of farmer-district agreements.

7 USDA Coordinated Program\*

Procedures for formulating and carrying out agreements between ACP and the Soil Conservation Service under the 5 percent provision for technical assistance. Field offices develop case files by counties to take care of executed form ACP-234 and correspondence and other forms used in allocation and accounting of ACP funds. Include reports of the work accomplished in these counties as covered by this agreement.

11 CASE FILE SERIES

This includes agreements with other agencies and outside organizations.

NOTE: For leases, permits, licenses,--See CONTRACTS; numbered agreements will normally be found under CONTRACTS; the unnumbered found under AGREEMENTS, except for unnumbered Purchase Contracts.

AGRONOMY (AGRONOMIC CONSERVATION PRACTICES). (Agron)

This covers records concerning the scientific management of crops and includes the management of pastures, meadows and orchards. Here will be filed records concerning the use of such practices as cover crops, strip crops, crop rotation, stubble mulching, subsurface tillage, vegetated waterways, revegetation, etc.; and grazing and its effects, grasses their use, controlled burning, crop yield, yield data, and general studies and experiments.



811.1 Continued 7

- 1 REPORTS\*
- 2 OUTSIDE RELATIONS\*
- 5 GRAZING\*

File here only those records which pertain to grazing as it relates to agronomic practices applied to crop lands (pastures and meadows, for example). Distinguish between grazing on crop lands and range practices on land which is used primarily for grazing.
- 7 USDA Coordinated Program\*

This includes data furnished by the subcommittee of the National Agricultural Mobilization Committee; also plans for carrying out the program in SCS, both Washington and field level.
- 11 CROPS

Includes material on cover crops, strip crops, rotations, weed control, studies and experimental data (except where a specific secondary controls) agronomic practices regarding a specific crop or crops, or data and information regarding a specific crop or crops, crop land, tillage and yield.
- 12 CONTROLLED BURNING

File here only those records which pertain to controlled burning on crop lands.
- 13 ORCHARDS

Records relating to specialized agronomic practices as they apply to orchards.
- 14 PASTURES AND MEADOWS

Specialized agronomic practices applied to pastures and meadows, including weed control.
- 15 REVEGETATION

This will include reseeding.
- 16 STUBBLEMULCH

Include here only material relating to this specialized practice.
- 17 VEGETATED WATERWAYS

Include special studies on this subject.

NOTE: Grasses

Most of the records relating to grasses will be found under PLANTING MATERIALS. For records concerning the use of grasses in conjunction with agronomic practices, appropriate Agronomy secondaries should be used.

811.1 Continued 8

ASSISTANCE (Assist)

This covers request for conservation work assistance but does not include request from Soil Conservation District. (See DISTRICTS); Further, it does not include request for publications or assistance in the form of requests for detailed technical information (see appropriate primaries). It covers only requests for work on land outside the district boundaries.

1 REPORTS\*

11 CASE FILE OF REQUESTS

These may be classified either alphabetically or geographically, or a combination of both.

AUTHORIZATION (Auth)

11 DELEGATION OF AUTHORITY

This will include authority to act, to act for another, and pertinent questions concerning the issuance and use of such authority. Includes authority to act as Certifying Officer; Contract Officer; Classification Officer; and Employment Officer. Records in this file may be appropriately cross referenced to specific primary subjects.

12 FUNDS

Includes approval of advance of.

13 FISCAL DOCUMENTS

To approve vouchers and pay-rolls.

14 MEETINGS

To attend

15 OATHS

To administer

16 POWER OF ATTORNEY

17 SALARY CHECKS

To distribute, include savings bonds.

18 TRAVEL

To approve and to direct but not including individual travel authorizations.

19 VEHICLES

To approve use of private storage of vehicles.

811.1 Continued 9

BIOLOGY (BIOLOGICAL CONSERVATION  
PRACTICES) (Biol)

This covers records concerning the application of biological principles and practices to problems of soil and water conservation and land use management; the identification and control of insects, of harmful plants, of plant diseases (fungus, bacteria, etc.); animals, particularly wildlife; identification and classification of animals; farm fish ponds; control of rodents; the use of plants and animals in the farm economy.

NOTE: For the identification of plants see PLANTING MATERIALS.

1 REPORTS \*

2 OUTSIDE RELATIONS \*

11 ANIMALS

Wildlife, including the conservation of wildlife, wildlife borders, marsh management, ecology, habits, range (of animals), rodent control (control of rodents as they effect the conservation of soil and water and particularly the destruction and damage inflicted by rodents on soil conservation structures), and taxonomy, which includes the identification and classification of animals by genus and species, their characteristics and common names. Include also case and general studies of specific animals, e. g., beavers, crows, etc.

12 DRAINAGE AND IRRIGATION

This is to be used only for record materials that relates to the effect of either drainage or irrigation on the flora and fauna of an area or region.

13 FARM FISH PONDS

Includes stocking, fertilization, general management, species used, harvesting, stocks from commercial fish hatcheries, etc.

14 HERBICIDES

The killing and eradication of plants (usually harmful plants), methods and chemicals used.



811.1 Continued 10

- |    |                                 |   |
|----|---------------------------------|---|
| 15 | INSECTICIDES                    | Includes destruction of insects, usually harmful insects, methods and chemicals used, effects on beneficial species.  |
| 16 | INSECTS AND DISEASES            | Plant and animal diseases, including those transmitted by insects, control, remedy, prevention, damage.   |
|    | BUDGET AND FINANCE (B&F)        | This will follow exactly as Administrative Services.  |
|    | CAMP OPERATIONS (CCC)           | This is designed for archival material only.  |
|    | CARTOGRAPHY (Cart)              | This will include records on the preparation, production and distribution of maps, charts, diagrams, drawings, and the like; also included will be records on cost, aerial photos, photographs, specialized cartographic techniques, the sale of maps, etc. |
| 1  | REPORTS *                       |   |
| 2  | OUTSIDE RELATIONS *             |   |
| 3  | DISTRICTS *                     |   |
| 11 | AERIAL PHOTOGRAPHS              | This will include requests (see Distribution and Procurement) for aerial photographs, classification (security), and safeguarding of.   |
| 12 | BASE MAPS                       | Includes the drafting and use of.   |
| 13 | BOUNDARIES                      | This includes only the mapping aspects of boundaries, includes Area Headquarters boundaries.  |
| 14 | MAP CONTROL                     | Includes control data, geodetic controls, bench marks and the like.   |
| 15 | DISTRIBUTION AND PROCUREMENT    | Includes reimburseable items, procurement, requests.  |
| 16 | QUADRANGLE SHEETS (QUAD SHEETS) | This will include a file of the maps plus any pertinent correspondence.   |
| 17 | COST ACCOUNTING                 |   |

811.1 Continued 11

18 TOPOGRAPHY

Include material on physical characteristics of land, land culture and contours, also stereo plotting, instruments and any pertinent correspondence.

COMMUNICATIONS (Comm)

This will include correspondence and its preparation and control, mail, telegraphic and telephonic communications, short-wave radio, and messengers and messenger schedules.

1 REPORTS \*

11 CORRESPONDENCE

Includes the preparation, processing, control, routing and the like.

12 MAIL

Includes postal laws, use of penalty indicia, loss, theft, delay, special time studies, use of envelopes, etc.

13 MESSENGERS

Routes, schedules, requirements, etc.

14 RADIO

Includes the assignment of wave-lengths and call letters, request for permission to use, applications, type, regulations, etc.

15 TELEGRAPH

Includes PBA and teletype.

16 TELEPHONE

CONSERVATION ANALYSES (THE EVALUATION OF THE CONSERVATION PROGRAM)

This primary will cover records concerning the evaluation of the conservation program in terms of the job ahead, progress made and the effect of the program both past and future on the National economy, economic and sociological aspects and significance of the program.

1 REPORTS \*

11 CONSERVATION BENEFITS (CONSERVATION AND BENEFIT STUDIES)

Accomplishments in terms of benefiting the community, higher standards of living from conservation, increased income, better living, higher crop yield, etc.

12 CONSERVATION NEEDS

This will include conservation timetables; the amount of arable land available, physical land studies, the needs and requirements of a nation in terms of soil conservation.

811.1 Continued 12

CONTRACTS (Contr)

Covers documents and correspondence regarding the preparation, letting and acceptance of contracts for materials, supplies and services for the Soil Conservation Service. It will include all documents which, by their very nature, are contracts - such as leases, easements, and the like. The secondary subjects are designed to take care of general correspondence and, by using appropriate tertiary permits the establishment of document or case files.

1 REPORTS \*

11 BIDS

Includes no award, late bids, etc.

12 EASEMENTS

13 GARAGE

Storage and service.

14 LEASES

15 NUMBERED AGREEMENTS

16 PERMITS

17 PUBLIC UTILITIES

18 PURCHASES

(Unnumbered Contracts)

19 SALES

DISTRICTS (Dist)

These are records relating to the basic organization and development of the district. Included here will be instructional, procedural or informational material that is issued by the District Board of Supervisors or by the State Committee, e. g., handbooks. This file does not include such day-by-day operational records as request for aerial photographs, publications, news releases, request for supplies, and technical information (as rodent control). Each secondary listed below is designed for the filing of general material relating to the subject. The case file series,



811.1 Continued 13

DISTRICTS (Dist) - continued

also listed below, should be organized by district and will contain the basic documents and papers relating to that district. For example, the case file for a District will contain organizational correspondence, schedules of assistance, memorandum of understanding and supplements thereto, resolutions, reports and the like which relate to the district.

1 REPORTS \*

11 CHANGE OF BOUNDARY

12 ELECTIONS

This concerns the election of district supervisors.

13 LEGISLATION

Legislative records concerning the establishment and operation of districts.

14 MEMORANDA OF UNDERSTANDING

General correspondence only with the actual memorandum in the proper district case file.

15 SUPERVISORS' MEETINGS

General only with the minutes of meetings in the district case file.

16 ORGANIZATION

Includes procedure, studies, preformation data, development of districts in general.

17 PROGRAM AND WORK PLAN

General only.

18 RESOLUTIONS

19 SCHEDULE OF ASSISTANCE

Including loan and grant of equipment, general only.

20 DISTRICT CASE FILE

DRAINAGE & IRRIGATION (Dr & Irrg)

These are records that have to do with the development, installation and operation of facilities for the drainage and/or irrigation of land. It will include material regarding water disposal practices, except for records definitely coming under the category of flood control.

1 REPORTS \*

3 DISTRICTS \*

811.1 Continued 14

11 DRAINAGE & IRRIGATION

Practices will include records regarding drainage systems, irrigation practices, irrigation structures, irrigation systems, (such as a sprinkler irrigation system), water storage reservoirs, job plans, project proposals and case files on either drainage or irrigation jobs.

NOTE: This secondary may be handled jointly, as drainage and irrigation or it could be separated into two secondaries.

12 PROJECT PROPOSALS

This is a pending file.

13 SURVEYS

This will include reconnaissance surveys, drainage investigations and both case and general files regarding the subject.

ENGINEERING (Eng)

These records relate to the planning, development, use and construction of erosion control and water conservation structures. Included will be other types of construction needed or required by Soil Conservation Service operations, for example, design of equipment, planning and erecting buildings. Engineering field notes or notebooks may be filed separately with a cross reference under the appropriate secondary or filed back of the appropriate secondary. It is believed that the separate maintenance of the engineering notebooks is to be desired.

1 REPORTS \*

2 OUTSIDE RELATIONS \*

11 CONSTRUCTION

This will include Job plans, job proposals, maintenance standards, specific construction and both general and case files.

12 HIGHWAY PROTECTION

This will include practices and project case files.

13 PRACTICES

Includes brush removal, outlets, diversion ditches, terracing, bank protection and the like. Excluded from this secondary would be the actual job or construction plans which would be found in 11.

811.1 Continued 15

14 SANITATION

This will include water supply.

EQUIPMENT (MANAGEMENT) (Equip)

These records concern the management and maintenance of equipment belonging to the Soil Conservation Service. Most of the time, it will have to do with automotive equipment; however it is not limited to this type of equipment. Records filed here should not be confused with records concerning procurement of equipment and/or accessories thereto, nor with the custodial responsibilities associated with property management.

1 REPORTS \*

11 DEVELOPMENT AND SPECIFICATIONS

Includes specifications, TAB (Technical Advisory Board), newtypes of equipment developed for a particular purpose, etc. Classification under this secondary should be by type.

12 INSPECTION AND MAINTENANCE

This includes repair, heavy automotive usage plans, cost of operations, etc.

FARM PLANNING (Fm Pl)

Records here relate to the practices, theory, techniques, procedures utilized in farm planning and include development. This is not primarily a case file although case filing should be utilized if the collection of farm plans is extensive.

1 REPORTS \*

2 OUTSIDE RELATIONS \*

3 DISTRICTS \*

11 FARM RECORDS

Includes farm operation analysis, farm budgets, income, prices, etc.

12 INDIVIDUAL FARM PLANS

This is not a farmer-district agreement file but will include samples as are supplied the Soil Conservation Service.

13 PLANS

Development with or without Soil Conservation survey, includes procedure and committee work, special techniques (such as progressive farm planning and others; see the minutes of the meetings of the Chiefs of Operations, e.g., Washington 3/14 through 3/18/49-page 6.)



811.1 Continued 16

FERTILIZER (Fert)

This will include analysis, use effectiveness, test and observations, types and kinds, etc.

FISCAL (Fis)

Includes reports on fiscal inspection, such as audit of stamps, concessionaire funds, and the like.

7 USDA Coordinated Program \*

Policies and procedures on allocation, budgeting and accounting for ACP funds

11 ACCOUNTING

12 AUDIT

Include deductions, payroll, timekeeping.

13 BUDGET

14 BONDING OF EMPLOYEES

15 CHECKS, SALARY

FLOOD CONTROL (SEE WATER CONSERVATION)

FORESTRY (For)

These are records concerning management of farm forests, the farm woodland, reforestation as a tool for the conservation of soil and water and the harvesting and marketing of timber.

1 REPORTS \*

2 OUTSIDE RELATIONS \*

5 GRAZING \*

6 FIRE CONTROL \*

7 USDA Coordinated Program \*

11 FARM FOREST (AND RANGE WOODLAND)

This includes all phases of woodland management, reforestation, woodland protection, except fire control; turpentining, program and planning, experimental or observational work and case files of individual farm forests.

811.1 Continued 17

12 MARKETING (AND FOREST PRODUCTS)

This will include the sale of timber, marking trees for harvest, estimates of salable timber, timber survey, cutting practices, turpentine as a woodland product, and market prices.

13 WINDBREAKS

Specialized file for use in areas where tree plantings have been made to control wind erosion - will include tree planting program and case files of individual plantings.

FORMS (Form)

1 REPORTS \*

11 DEVELOPMENT AND APPROVAL

Includes authorization, proposals, requests for approval or permission to use, format, style, proposed use, revision, preparation, and work of the Forms Committee.

12 REQUEST FOR FORMS

This does not include formal requisition.

13 TYPES

U.S.D.A., SCS, Standard, sample.

GROUP ACTION (Gp Act)

Includes neighborhood approach, group facilities and enterprises. This is a general file and should not be used where specific primaries are available. It will serve the purpose of providing a control index on group action.

1 REPORTS \*

11 CASE FILE CONTROL OR CASE FILES WHERE NECESSARY

HANDBOOKS (AND MANUALS) (Hb & Mnl)

11 DEVELOPMENT

12 CASE FILE

This should be organized by division, section, etc.

HEARINGS (Hear)

This is a general file and may be used, in addition, for control purposes.

811.1 Continued 18

INFORMATION AND EDUCATION (Info)

These are records pertaining to the creation, dissemination and use of material designed for public information and education in connection with the work and program of the Soil Conservation Service. Included are records relating to procedure, techniques, methods of writing, editing, and the like.

1 REPORTS \*

2 OUTSIDE RELATIONS \*

3 DISTRICTS \*

11 ARTICLES

This includes monographs and manuscript files. It is not designed to take care of stock or reference files of the published material.

12 CONTESTS

Includes the preparation of publicity, rules, prizes and awards, judging, purpose and objectives, etc.

13 EDUCATION

Conservation education, plans, programs, need, method, approach, and the like.

14 LIBRARY

Use of, and relations with U.S.D.A. Library.

15 PRESS

The writing of news releases, clippings, policies.

16 RADIO AND TELEVISION

This includes records regarding broadcasting for public consumption, including scripts and their preparation.

17 SPEECHES

Includes subject matter content, request for writing, the preparation of, methods of delivery, and the like.

18 VISUAL

Includes photographs, photography (both still and motion picture), slides, kodachromes, negatives, visual aids, charts, drawings, exhibits (posters, use, design, etc.), visual material prepared by Districts or outside organizations, such as blotters, calendars, post cards, and the like, procedure and methodology.



811.1 Continued 19

LABORATORIES (Lab)

1 REPORTS \*

11 SOIL

Includes testing and analysis.

12 WATER

Analysis

LEGISLATION (Legis)

1 REPORTS \*

2 OUTSIDE RELATIONS \*

11 FEDERAL AND STATE

File Legislative Hearings here.

LITIGATION (Lit)

General only. This file may be used as a control.

MANAGEMENT IMPROVEMENT (Mgm Imp)

1 REPORTS \*

11 COMMITTEE

Include meetings, work assignments, work improvement proposals.

12 EMPLOYEE SUGGESTIONS

This is a specialized program and should be set up as a case file series.

14 WORK IMPROVEMENT SYSTEMS

Includes Work Improvement Council and Work Improvement Systems.

15 INSPECTIONS

Includes Area and Work Unit.

MEETINGS (Meet)

This primary is designed to cover meetings which have to do with two or more operational aspects of the Service. Nothing should be filed here except that which is clearly related to the secondary subjects; other meeting records should be filed under the appropriate subject.

Note: Secondaries listed under 11, 12 and 13 will be corrected when titles are available.

11 STATE CONSERVATIONISTS

12 REGIONAL CHIEFS OF OPERATIONS

13 REGIONAL STAFF

This will include meetings of Directors of Divisions.

811.1 Continued 20

14 STATE

Includes State Conservationists, administrative assistants, district conservationist and both area and work unit personnel.

15 OUTSIDE ORGANIZATIONS

This will include only such material as cannot be filed under a specific primary.

NOTE: Meetings of SCD Supervisors, Washington meetings of Division Directors should be filed back of appropriate primary.

MEMORANDA (Memo)

1 REPORTS \*

11 DISTRIBUTION AND REQUEST

Will include routing, preparation, etc.

12 DOCUMENT SERIES

Includes numbered, unnumbered and divisional series. It is suggested that this type of material be filed in binders and not in file cabinets.

NURSERY (Nur)

1 REPORTS \*

11 SPECIAL STUDIES

These are observational studies but are more of the nature of planning studies which would include the development of new nurseries, the improvement of old nurseries, and the physical plant on the nursery land.

OPERATIONS (COVERS ALSO PROJECT PLANS)  
(Opr)

This will include records which, although operational, do not come under any one of the subjective secondaries in the outline. Care should be taken to prevent the filing here of records which bear a definite relation to another primary.

Included under this primary is some of the work which is normally done by the Division of Project Plans. Project Plans, by and large, is the staff division for Operations and it is felt that the records which they create might be more aptly filed in this area.

811.1 Continued 21

1 REPORTS \*

2 OUTSIDE RELATIONS \*

3 DISTRICTS \*

7 USDA Coordinated Program \*

Operation and development of policy and procedures in carrying out our technical program, including assistance furnished cooperators on permanent type ACP practices. Responsibilities in connection with planning, installing and checking performance on terracing, farm ponds, drainage and irrigation, wildlife, land capabilities and land leveling. Include minutes of meetings, guides, handbooks and bulletins developed on this phase of the conservation program.

11 TECHNICAL STANDARDS (TECHNICAL GUIDES)

This is a general file with specific guides, and records relating thereto, filed under the appropriate primary.

12 WORK LOAD ANALYSIS

Includes job analysis and time scheduling.

13 APPLICATION AND PRACTICES

Includes conservation practices and widespread application.

14 ZONE CONSERVATIONISTS

Include here special studies and any work unit analysis which they may perform.

15 DISTRIBUTION OF FUNDS

This is an operation that has to do with fund allocation and planning contingent upon the number of districts to be served.

16 COUNTY LAND USE PLANNING

OPINIONS (Opin)

11 ATTORNEY GENERAL

12 COMPTROLLER GENERAL

13 EXECUTIVE ORDERS

14 SOLICITOR

ORGANIZATION (Org)

This will include reorganization, plans for, suggestions, policy, (including basic policy), functions, recommendations, proposals, establishment and abandonment of offices, key personnel changes, directories, etc.



811.1 Continued 22

1 REPORTS \*

7 USDA Coordinated Program \*

Organization and operation of the Mobilization Committee and their approach to the Agricultural Conservation Program, The Farm Family Policy Review, committee activities including roster of membership, number of members, minutes of meetings, reports, numbered and unnumbered memoranda covering organization and duties.

11 BUREAU AND DEPARTMENTAL

12 FIELD HEADQUARTERS

This will include state organization.

13 OTHER AGENCIES

This includes notice and reports of changes or impending changes in organizational status.

PATENTS (Pat)

1 REPORTS \*

11 CASE FILES

PERSONNEL (Pers)

Correspondence and records covering policy and procedure regarding personnel procurement, counseling, recruitment and replacement, needs, selection, retirement, careers in Soil Conservation, requirements of positions and the like.

NOTE: A separate folder shall be maintained for each employee. All personnel papers including application for employment, classification, actions, efficiency ratings, correspondence, training and other documents shall be included in this folder.

The secondary subjects, 11 through 29, listed below will be used only when the correspondence is too general to fit into the individual case files. Use only the subjects which are required to meet your needs. Tertiary subjects may be developed to complete the organization of this material.

811.1 Continued 23

- |    |                          |  |
|----|--------------------------|--|
| 1  | REPORTS *                | Include trip reports made regarding personnel problems, report of personnel meetings, etc.   |
| 2  | OUTSIDE RELATIONS *      | Corporation or contracts with organizations or individuals outside the jurisdiction of the Soil Conservation Service, as your contacts with schools and colleges or other governmental agencies regarding personnel problems.                                      |
| 11 | ACTIVITIES (EMPLOYEES)   | Employees associations as the speakers club, purchasing association, social activities, Credit Union, etc.   |
| 12 | AWARDS AND CITATIONS     | General material on length of service awards, safe driving awards, honor awards, meritorious promotions. Statements concerning awards shall be filed in employee's personnel folders signifying suggestions have been adopted for use. Also include commendations. |
| 13 | CITIZENSHIP              |  |
| 14 | CLASSIFICATION           | Includes job description, analysis.  |
| 15 | CONTRIBUTIONS            | Includes gifts.  |
| 16 | COURT ATTENDANCE         | Includes policies, rules, requests for.  |
| 17 | CREDENTIALS              | Includes identification cards.   |
| 18 | STANDARDS OF PERFORMANCE | Includes regulations, appeals, reviews, committee.   |
| 19 | EMPLOYMENT               | Includes appointment, application, certification, examination, qualifications, finger prints, reinstatement, separation, reduction in force, and loyalty requirements.   |
| 20 | HOURS OF DUTY            | Includes overtime, office hours, holidays.   |
| 21 | INVESTIGATION            | Includes misconduct.   |
| 22 | LEAVE                    | General only (See Fiscal for timekeeping records).   |
| 23 | MILITARY SERVICE         | Includes rights, active duty orders.   |

811.1 Continued 24

- 24 OUTSIDE WORK Includes request to perform, regulations, policy, etc.
- 25 POLITICAL ACTIVITY Includes Hatch Act.
- 26 PROMOTION AND DEMOTION
- 27 SAFETY Correspondence and records which are developed, recommended, and initiated for the safety and health of Service employees; as reduction of lost time accidents due to injuries and illness, blasters certificates and examinations, drivers license and tests, fire protection, protection against personal injury as the use of goggles, grinders, power equipment, snake bite, heat prostration, safety committee meetings, conferences, slogans, minutes of meetings, news letters and bulletins.
- 28 TRANSFER General correspondence and records covering policy and procedure involving transfers. Include details.
- 29 TRAINING Correspondence and material covering training and orientating of new employees relating to their duties, responsibilities and privileges, so far as their work in the Service is concerned; to counselling aid for off-time education of employees, and to training standards and instruction techniques for in-Service training. Includes letters of inquiry regarding available educational facilities, foreign trainees, student trainees, correspondence courses, and general training material.

PLANTING MATERIALS (Plant)

The usefulness of this Primary will depend upon future program. This primary subject is designed to cover planting materials handled not only by the Nursery Division and nurseries but also to include records generated or received by other divisions. Divisional lines are to be disregarded in classifying material which corresponds to the secondaries listed below:



811.1 Continued 25

- 1 REPORTS \*
- 2 OUTSIDE RELATIONS \*
- 3 DISTRICTS \*
- 11 AVAILABILITY REPORTS
- 12 COST ACCOUNTING For the production of plants and seeds.
- 13 EXCHANGE To include inter-State, inter-agency and foreign.
- 14 GERMINATION Includes seed tests inoculations, scarification, etc.
- 15 HARVESTING Includes cleaning, collection of new plants, techniques, etc.
- 16 INVENTORY Seed and plant
- 17 OBSERVATIONAL STUDIES To include the study of allergens.
- 18 PLANT IDENTIFICATION (GENUS AND SPECIES) Include here data on new varieties, introductions, identification, description, lists, propagation, characteristics and growth habits, registration of new plants, and the like.
- 19 PRODUCTION AND DISTRIBUTION Includes production data, planting stock accession (including commercial nurseries) delivery, seed production records, shipment, packing, bagging, etc.
- 20 REQUISITION Includes requests for seeds and planting stock received by the Soil Conservation Service.
- 21 REQUIREMENTS Planting stock, seed, for use by Soil Conservation and Soil Conservation Districts.
- POST WAR PLANNING (PWP) This is an archival file.
- PRINTING AND BINDING (Print)
- 11 PRODUCTION To include regulations, finds and Joint Committee activities.

811.1 Continued 26

12 DUPLICATING

Requests, procedure, mimeograph, multilith (methods, procedure and specific regulations).

PROCUREMENT (Proc)

This is to cover records covering procurement of things, supplies, service (except personal services). It should be differentiated from property and equipment management.

1 REPORTS \*

11 CATALOGS

12 DISCOUNTS

13 ESTIMATED REQUIREMENTS

To include needs.

14 GASOLINE

Includes oil, service station, courtesy cards.

15 MAILING LIST

Include vendor, prospective vendors.

16 REQUISITIONS AND PURCHASE ORDERS

General only.

17 REQUISITIONS AND SUPPLIES

This is a case or document file series where the documents are not a part of a contract.

18 SPECIFICATIONS

19 SUPPLY CENTER

General only.

20 TAX EXEMPTION

PROJECT DOCUMENTATION

This primary covers specialized projects such as Flood Control and Wheeler Case. The Watershed Protection Program should be carefully documented. The outline listed below is necessary in order to properly segregate potential archival records from the routine records of daily business.

Special consideration is necessary because each activity of the type mentioned represents a separate entity of organizational structures and certain of its records are manifestly archival. The basic work and investigations on many of

811.1 Continued 27

PROJECT DOCUMENTATION - Continued

these projects represent valuable scientific information which should be preserved and safeguarded. Proper segregation of such records from the routine records of daily administration should, therefore, be done to facilitate their potential transfer to the archives, after they have served their operative purpose, where they will be available at any future date.

Where the work of a project is divided into sub-projects, the same outline listed below should be followed in each unit of investigation or operation.

The arrangement of the files in a simple and orderly manner will be sufficient. Guides reflecting the major categories will be followed in each case by as many folders as may be necessary. The number of folders, however, should be kept to a minimum consistent with bulk requirements. Depending upon volume, certain records may require separate maintenance (apart from the outline series) such as map collections.

11 ORIGIN AND DEVELOPMENT

Whenever possible the following items should be included:

- a. Documents authorizing project.
- b. Statements of justification or need.
- c. Project outline.
- d. Memoranda of Understanding or agreements with cooperating agencies or organizations which relate to the objectives and purposes of the project.
- e. Budgetary statements concerning proposed and actual costs.
- f. Major delegations of administrative or technical authority.
- g. Correspondence and memoranda pertinent to the establishment or modification of the project. (Does not include routine correspondence which would have no preservation value).



811.1 Continued 28

12 METHODOLOGY

Includes:

- a. Records and documents regarding methods and techniques used.
- b. Major operating procedures and instrumentation.
- c. Includes correspondence pertinent to various phases of methodology.

13 MAPS

Includes:

- a. One copy of each map connected with the operation or activity of the project.
- b. Topographic or base maps showing locations of instruments or experiments, such as control plots, experimental plots, etc.
- c. Correspondence pertaining to the interpretation of the map only.

14 BASIC DATA (RESTRICTED TO THAT WHICH SUPPORTS THE BASIC PURPOSE OF THE PROJECT)

Includes:

- a. Where basic data supports more than one line of investigation or work, it should be filed on the overall project basis.
- b. Basic data pertaining solely to a specialized sub-project should be documented as such and cross-referenced in the project Basic Data file.
- c. Where basic data of technical significance has been extracted and published, representative samples should be filed here rather than the total volume.
- d. Examples of Basic Data for retention:  
Raingage Charts - Lysimeter Recordings - Runoff Figures - Silt Analysis  
Field Notebooks - Water Level Recordings - Transpiration & Evaporation Data - Crop Yield Figures - Sedimentation Rates

811.1 Continued 29

14 BASIC DATA (RESTRICTED TO THAT WHICH SUPPORTS THE BASIC PURPOSE OF THE PROJECT) -Continued

e. Field Notebooks must be accurately identified and dated.

15 REPORTS AND SPECIAL STUDIES

Includes:

a. All annual Reports.

b. Special Progress Reports.

c. Special Studies.

d. Correspondence which contributes to archival value only. (Monthly reports and other subordinate reports whose contents are adequately reflected in the annual report should not be included).

16 PUBLICATIONS

Includes:

a. One copy of all publications resulting from work done on the project, including mimeographed or otherwise processed releases or bulletins.

b. Releases published by cooperators where project is involved.

c. A bibliography of publications relating to the work of the project should be prepared and filed here.

d. Unpublished manuscripts.

17 PUBLIC RELATIONS

Scrap books of newspaper clippings (for preservation if well organized.)

PROJECT PLANS (SEE OPERATIONS)

This Primary will be revised.

PROPERTY (Prop)

These records have to do with the management of official Soil Conservation Service property. They should be differentiated from the records concerning the procurement of such property and the records regarding the management of equipment.

1 REPORTS \*

811.1 Continued 30

- 11 ACCOUNTABILITY Includes any records concerning final salary payment reports (the actual report is filed in the personnel folder).
- 12 CLASSIFICATION Includes identification and decals.
- 13 CONSTRUCTION
- 14 DISPOSITION Includes sale, survey, surplus, loan, transfer, theft, loss, etc.
- 15 INVENTORY
- 16 LICENSE PLATES
- 17 NEEDS
- 18 ACCESSION This is to cover property acquired other than through procurement channels, e.g., transfer from surplus without cost but not handled as a procurement item or at cost but handled by the AD-110 procedure.

PUBLICATIONS (Pub)

These are records which have to do with the preparation, format, policy on distribution, needs and inventory of publications, and the like. Excluded are the actual publications.

- 1 REPORTS \*
- 11 AVAILABILITY Includes list of.
- 12 DISTRIBUTION Includes mailing list, policy, procedure, subscription, etc.
- 13 INVENTORY
- 14 REQUEST Includes request from outside and acknowledgements.

RAINFALL (SEE TECHNICAL DATA)

RANGE (MANAGEMENT) (Rng)

This includes records concerning the management of range lands, the types, quality and quantity of food available, the grazing of such lands, determination of range carrying capacity, etc.



811.1 Continued 31

1 REPORTS \*

2 OUTSIDE RELATIONS \*

5 GRAZING \*

6 FIRE CONTROL \*

11 DESCRIPTION

12 ECOLOGY

13 FOOD AND FORAGE

Includes records concerning palatability sheets and tables; food utilization charts, food requirements, (e.g. amount of food required per head, etc).

14 LIVESTOCK

Will include carrying capacities, dipping records etc.

15 RANGE CHARTS AND POSTERS

16 SURVEYS

Will include special studies.

RECORDS MANAGEMENT (Rec Mgt)

1 REPORTS \*

11 ACCESSION

Includes the accession or transfer of records from other agencies or organizations.

12 CURRENT MANAGEMENT

Includes maintenance, safekeeping, security, systems, methods, microfilming, etc.

13 DISPOSITION

Includes archival records, transfer to National Archives, disposal (including the disposal of records which have been microfilmed), etc.

14 TRANSFER TO OTHER AGENCIES

RECORDS AND REPORTS (R&R)

Covers general policy and procedure to follow in the preparation of reports which are required by the Records and Reports Division. Does not cover reports which should be classified back of other related primaries.

1 REPORTS \*

This will also include the numbered forms used by Records and Reports.

811.1 Continued 32

3 DISTRICTS \*

File here records and reports which bear an important relationship to the district. Does not include annual reports of the districts which are filed under the primary subjects DISTRICTS.

7 USDA Coordinated Program \*

Instructions covering preparation of reports on total needs and accomplishments under ACP. Field reports on work in and out of Soil Conservation Districts as the SCS progress report on ACP work reported on SCS-200.

11 SPECIAL REPORTS

Reports not included in the standard reporting requirements.

REGULATIONS (Reg)

11 FEDERAL AND DEPARTMENTAL

Will include the Federal Register.

12 SOIL CONSERVATION SERVICE

RELATIONS (PUBLIC) (Rela)

These are records concerning Soil Conservation Service relationships with outside individuals, organizations, and other Federal, State or other U.S.D.A. agencies or bureaus when the scope of such relationship is based upon the broad aspects of water conservation and sound land use. In its broadest sense, it includes cooperation with these outside individuals or organizations for the purpose of stimulating interest in the program and philosophy of the Soil Conservation Service. For example, cooperation with churches and other religious groups who foster soil conservation; cooperative relationships with industries, such as International Harvester Company, to develop their interest in the Soil Conservation Service; the staging of demonstrations in cooperation with State and Civic organizations - all of these illustrations are relationships with the outside. When cooperation is specific enough to warrant filing back of another primary, such action should be taken; it

811.1 Continued 33

is probably a good idea, however, to cross reference here when such cooperation is on the borderline. The recurring secondary - OUTSIDE RELATIONS - has been designed to take care of records which fall in this latter category.

1 REPORTS \*

Reports of meetings, conferences, trips, technical reports or activities involving our conservation program.

11 COMPLAINTS AND CRITICISMS

This will include comments, commendation, farmers' opinions, and the like.

12 CASE FILE SERIES

This file should be organized by individual, group, event or type. For example, in our relationships with religious organizations, case files may be set up by name or location; likewise, case files could be organized for contests, field days, fairs, schools, colleges, 4-H Clubs, Garden Clubs, commercial organizations, industrial organizations, etc. Generally, it will not be necessary to establish a separate folder for each case.

13 CONGRESSIONAL

This secondary is established to provide for either case files or as an index control file. The needs of each office should be considered before determining the exact type to be used.

14 FOREIGN

RESEARCH (SEE ALSO TECHNICAL DATA)  
(Resa)

The use of this Primary will depend upon type of technical data received through the Agricultural Research Service.

1 REPORTS \*

Include Research Needs Committee reports.

2 OUTSIDE RELATIONS \*

11 CASE FILES

These files should be organized by project, sub-project, work plans, special surveys, etc.



Administrative Services Division

811.1 Continued 34

REPORTS (Rpts)

File here only those reports for which secondaries are not provided.

11 ANNUAL

This includes both State and National reports.

12 U.S.D.A. YEAR BOOK

This will include SCS contributions to the Year Book.

13 MONTHLY

Include State Conservationists, District Conservationists, Extension Soil Conservationists and others who are required to submit monthly reports.

14 OUTSIDE

Reports which cross divisional or functional lines or for which there is no appropriate secondary subject, should be filed here.

SHOP (REPAIR) (Shop)

1 REPORTS \*

11 OPERATION AND REPAIR

SOIL CONSERVATION SURVEYS (Sur)

Correspondence and records relating to the methods, techniques and procedures used in developing and expanding the soils survey work.

1 REPORTS \*

Monthly narrative reports, annual survey reports, reports of meetings, conferences, trip reports, inspection reports dealing with survey activities.

2 OUTSIDE RELATIONS \*

Contacts and cooperation with outside individuals, organizations, state and federal agencies who are interested in the development of the conservation survey program.

3 DISTRICTS \*

Cooperation with SCD.

11 LAND RESOURCE AREAS

Include problem areas.

12 LAND CAPABILITY CLASSIFICATION

Includes criteria, definitions, numerical system, classes, sites, guides, wet land, etc.

13 LAND CAPABILITY MAPS

Include legends, coding procedure, mapping factors (as soil, slope, erosion), symbols, methods.

811.1 Continued 35

14 SURVEYS

Include procedure, performance (as acreage surveyed, rate of progress, time distribution, work analysis,) plans, types, etc.

SPACE (Sp)

1 REPORTS \*

7 USDA Coordinated Program \*

Includes consolidation of office space, physical locations and new offices, etc.

11 FEDERAL

This will include assignment of, request for, space requirements, alterations required, improvements desired, etc.

12 GRATUITOUS

13 IDENTIFICATION

This will include marking, signs, etc.

14 PASSES

Building passes and the like.

15 BUILDING MANAGEMENT

TECHNICAL DATA (Tech)

This Primary will be limited to technical data received from Agricultural Research Services; also the results obtained from use of such data. This Primary is one for future discussion.

In theory, the collection, assembly, and interpretation of data relating to meteorology, climatology, runoff, permeability, and the like are functions of research. There is a considerable crossing-over in this field and quite frequently we find operations engaged in some phase of this activity. This subject has been discussed with a number of our Research Specialists and for the use of offices not specifically classified as Research Stations or Projects we have developed this Primary - TECHNICAL DATA. It is recognized that it could be a secondary back of Research, but at the

811.1 Continued 36

moment we feel that it might serve advantageously as a Primary Subject. The secondary subjects would include, but not necessarily be limited to the following:

- 1 REPORTS \*
- 11 HUMIDITY
- 12 HYDROLOGY  
This would include runoff, ground water (geology), percolation, water tables, soil permeability, reservoir data, etc.
- 13 PRECIPITATION  
This includes rainfall, snow, sleet and dew.
- 14 TEMPERATURE
- 15 WIND VELOCITY
- 16 SEDIMENTATION  
Sampling streams for debris loads, contents of rivers, sedimentation flood damage, sedimentation investigations, sediment problems relating to floodways, navigation channels and harbors, dredging or sluicing sediment from reservoirs.
- 17 GEOLOGY  
Includes reports on Water tables, ground water investigations and engineering geology pertaining to storage of surface water and development of ground water.

NOTE: Special Secondaries may be established without prior approval.

TRANSPORTATION (OF THINGS) (Trans)

- 1 REPORTS \*
- 11 FREIGHT OR EXPRESS  
This will include Bills of Lading and their use, the movement of household goods, transportation costs, routing, air express or air freight.
- 12 GOVERNMENT LOSSES IN SHIPMENT
- 13 THE MOTOR CARRIER ACT



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14 SHIPPING INSTRUCTIONS

TRAVEL (Trav)

11 AIR

12 AUTHORIZATIONS

Includes issuance of TR's.

13 AUTOMOBILE

Includes request to use, use of personal car.

14 ITINERARIES AND TRIPS

Includes time tables, visitors, unused tickets, etc.

15 PER DIEM

16 TAX EXEMPTION

This will include tax exemption identification cards.

WATER CONSERVATION (Wa Cons)

This will include the use of water, water rights, water requirements, watershed surveys to determine methods and feasibility of developing water conservation practices, plans and programs, water potentials and resources, water sources, up-stream and down-stream erosion control water disposal, including control of flood waters, and the prevention of damage.

1 REPORTS \*

Monthly progress reports, special reports, flood damage reports, reports of meetings on developing water and conservation practices.

2 OUTSIDE RELATIONS \*

Covers correspondence and records having to do with the general public; private, state and federal agencies as cooperation and coordination of Water Conservation activities with these agencies or local interested groups; invitations to attend or participate in meetings. Special case files should be developed for cooperation with organizations as the Weather Bureau, Bureau of Reclamation, Corps of Engineers, Forest Service, if volume justifies these files. If volume is small, all of this material will be together in one folder.

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- 3 DISTRICTS \*

Correspondence regarding the control of water in districts, procedure of district directors to follow in acquiring flood control surveys, investigations in water problems in districts, water supply, study of undeveloped water in SCD, relief measures in drought area in SCD.
- 11 FLOOD PREVENTION

This will include surveys, special project surveys, proposals for joint development of flood facilities, development of watershed plans, work plans, hearings, etc.
- 12 SURVEYS

Water Conservation surveys including work plans, programs, economic feasibility, watershed investigations but not specific flood control projects.
- 13 WATER

Includes requirements, rights, water spreading, general water disposal (except for flood prevention), water resources, ground water investigations (well drilling), etc., data under Technical Data - Hydrology.
- 14 BASINS

Correspondence and records on the overall federal inter-agency river basins including organization, membership, assignment of committees, meetings, reports, work plans, watershed investigations and cooperation with other agencies whereby they may effectively interchange information and coordinate their activities among themselves and with those of the States in the investigation and preparation of reports covering the water resources and related land resources of the territory involved. Where volume justifies, establish case files alphabetically for each basin in second position and identify by abbreviations - Arkansas-White-Red (AWR), Missouri Basin (MB). Watersheds, sub-watersheds or particular investigations may be set up in the third position as required.

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## 15 WATERSHED PROTECTION

This program is covered in a separate and distinct budget from flood control and shall, therefore, necessarily be considered separately and distinctly from FLOOD PREVENTION-11 above. Includes correspondence, budgets, reports, meetings, evaluation, etc., all dealing with the organization and development of the watershed protection projects. In areas where no specific projects are planned, the Primary subject WATER CONSERVATION or the secondary subject WATERSHED PROTECTION-15 will take care of essential needs. In offices where specific projects are authorized, case files will be set up as listed below, making certain to set up only those required to meet actual needs.

NAME OF PROJECT - For example, ADOBE CREEK - CALIF; CALLEGUAS CREEK - CALIF; FLAT CREEK - IND; GREEN CREEK - TEX; LOST CREEK - KANS; Alphabetically arranged and includes correspondence and other related material - for the specific project. It includes the sponsorship letter, letter of designation, farm planning and survey correspondence. Also correspondence and records on Budgets; Evaluations of program and whether we are accomplishing what we set out to do; Documents as Memorandum of Understanding, Cooperative Agreements, Contracts; Maps; Reports; and Work Plans.

Since these project folders are to be carried forward from year to year until the projects are completed, it may be necessary in time to establish individual folders back of each project to take care of the underlined subjects shown above, as Budgets, \* Evaluations, etc. In this case, these folders may be set up in a separate file cabinet and not made a part of the regular correspondence file. See sample listed below of proposed arrangement:



811.1 Continued 40

1st position general Watershed Protection  
folders pertaining to more than one (1)  
project:

BUDGETS  
EVALUATIONS  
INQUIRIES (Congressional and other)  
MAPS  
POLICY  
SURVEYS  
WORK PLANS

Case files look like this for specific  
projects set up in 1st position folders:

NAME OF PROJECT ADOBE CREEK CALIF

Second Position Folders:

BUDGETS

DOCUMENTS - Includes memoranda of  
understanding, coopera-  
tive agreements, contracts  
and related correspon-  
dence. If this folder  
becomes too bulky, we  
shall develop third posi-  
tion folders for these  
documents.

EVALUATIONS

MAPS

WORK PLANS

NAME OF PROJECT GREEN CREEK TEX

SAME AS ABOVE

This gives sufficient space to expand  
records as they develop.

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WHEELER-CASE (WC)

This is a specialized file used only in a few States. The present system of secondaries should be utilized.

WIND EROSION (Wind)

Normally, this will be a general file with most of the material filed back of appropriate Primaries. For large scale projects which do not fit specific primaries, this may be utilized for case studies or case files. Any of the recurring secondaries may be utilized.

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(3) The Relative Index to the Standard File Outline. The following index is an alphabetical arrangement of the actual subjects appearing in the file outline and subjects frequently used to identify material requested. Opposite each alphabetical entry is indicated the file location of the records covered.

(a) Use of Arabic Numerals in Index. The secondary numerical numbers shown on the subjects appearing in the index shall not be used unless a secondary subject has been established and a folder has been set up in your files for the material so classified.

(b) Expansion of Index. This index should be expanded whenever and as much as necessary. The more complete the index, the better the operation of the system. New entries made in the index should be reported to the Administrative Officer on June 1st of each year.

Gross References

Category

Abandonment of Offices.....	See ORGANIZATION	
Acceptance of Bids.....	See CONTRACTS	
Accession, Planting Stock.....	PLANTING MATERIALS	19
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Accident, Service Employees.....	PERSONNEL	27
Accomplishment Rates.....	OPERATIONS	12
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Accounting.....	FISCAL	11
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Acknowledgments (to Request).....	PUBLICATIONS	14
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Administer Oaths, Authorization to.....	AUTHORIZATION	15
Administration.....	See ORGANIZATION	
Administrative Examinations.....	See REPORTS *	
	under applicable	
	primary.	
Administrative Planning.....	MANAGEMENT IMPROVE-	
	MENT	14
Administrative Services.....	See ADMINISTRATIVE	
	SERVICES	
Administrative Assts. Meetings (State).....	MEETINGS	14
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Aerial Photographs.....	CARTOGRAPHY	11
Classification (Security).....	CARTOGRAPHY	11
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Farm Operation.....	FARM PLANNING	11
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Animal, Wild.....	BIOLOGY	11
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Habits.....	BIOLOGY	11
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Annual Plan of Operation and Goals.....	See OPERATIONS	
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Applications for Radio Frequency.....	COMMUNICATIONS	14
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(4) The Management of Records. To provide a continuity of records, correspondence and related documents shall be arranged within subject folders in chronological order so that the communication which bears the latest date shall be filed toward the front of the folder, except in those cases where documents are arranged in numerical order, in which case the document bearing the highest number shall be filed toward the front of the folder. Communications when withdrawn from a folder, upon return shall be replaced in the proper date or numerical order.

- (a) Records Classification. Records which are received should be classified according to one of the primary subjective designations in the filing outline. The main subject of a document (i.e., a letter, memorandum, etc.) will determine the primary subject to be used and the specific aspect of the main subject will determine the secondary. The determination of the tertiary is made in a similar fashion. Any minor subjects which are mentioned in the document, provided they possess some degree of importance, should be identified in the filing system by cross-reference to appropriate primaries and/or secondaries.

After the classification has been determined, it should be indicated on the document by writing it on the upper right corner of the first page. The primary subject may be written out or the abbreviation used; the secondary and tertiary subjects should be identified by the numerals assigned to them providing a secondary or tertiary subject file has been set up. For example, a letter about the disposition of useless documents in the Washington or State Office would be classified:

RECORDS MANAGEMENT 13-1 or  
REC MGT 13-1

In an Area office or smaller field location, where no subdivision of the primary subjects into secondary subjects has been made, it would be classified as this:

RECORDS MANAGEMENT or  
REC MGT

Or a letter about storage service for automobiles (general) would be classified

CONTRACTS 13 or  
CONTR 13 or  
CONTRACTS (without the number)

## 811.1 Continued 77

In many instances it will be desirable to file a document by location (or name, number, area, date, etc.) after it has been subjectively classified. In the automobile storage service for example, suppose the location is important and is used - It would be classified like this:

## CONTRACTS 13 Washington

In instances where well designated case or document files are established back of a secondary or tertiary, it will usually be unnecessary to specify their name, number, etc., for example, a cooperative agreement with the University of California could be classified:

AGREEMENTS 11 or  
AGREEMENTS

And the title on the folder would permit it to be filed in the proper alphabetical sequence. Likewise, vouchers, contracts, personnel folders and the like, would not require the writing out of the name or number provided of course it is clearly indicated on the folder.

- (b) Cross-Referencing. All correspondence, documents, or data pertaining to more than one subject and/or case folder shall be appropriately cross-referenced. Form AD-170 shall be used for preparation of cross-references. The form is available in single or multiple-copy sets, upon request to the National Office. Cross-reference sheets shall be prepared in the following manner:

DATE: The date, in numerals, as 7/1/50, on which the correspondence was written. (Date of the letter).

INDEX: All subjects, or case folder, cross-references indicated by the subject content of the document itself. (These references are usually indicated on the document in classifying).

TO: The name, or the title, of the individual to whom the document is addressed or routed.

FROM: The name of the writer.

SUMMARY: A brief statement of the contents of the letter, in sufficient detail to permit its identification.



811.1 Continued 78

**FILED:** The alphabetical (subject) designation under which the letter is filed.

**INDEXER:** Initials or name of the clerk who prepares the cross-reference sheet.

**REMARKS:** Information as to enclosures (or any date) regarding the record which will assist in its identification or that is not pertinent to other captions on the form.

The cross-reference form shall then be filed under the subject (or subjects) to which the document was cross-referenced.

- (c) Continuity Filing (Bring Forward System). This procedure involves the filing together of all letters, memoranda, documents, etc., which result from communication between two or more offices on a single subject or case. All correspondence and other papers should be brought forward in the files and attached to the latest record in the series. In a sense this creates a minor case file within the subject group and provides the reader with complete information at any time the file is produced.
- (d) Precedent Filing. These files are established to provide quick and easy reference to records which are considered as having set precedents in policy, procedure, or operations. Such files should be maintained outside of the regular subjective system and records so filed should be properly cross-referenced to the subjective series. Used with discretion, this system provides both the user and the records personnel with valuable management tools; the inclusion of relatively unimportant material reduces the value of the file.

Control Index System for Precedent Files. This consists of maintaining a card, extra copy, or cross-reference sheet file, appropriately arranged, which will indicate the location of the actual record in the file series. This type of control may be used in lieu of the precedent file or documents and papers.

The use of the precedent file and the control index is optional.

- (e) Guides. The one-third cut, angle-tab, pressboard should be used. First position guides are for primary subjects, secondaries on second position and tertiaries on third position. While distinctive colors may be used (if available) for the various positions, they should be used with discretion.



## 811.1 Continued 79

Folders: In current active files, the one-third cut jute folders are recommended. In removing inactive (but not eligible for disposal) records from the current files, the material will be transferred to one-third cut manila folders and labeled. The permanent jute folders can be used again merely by retyping inserts. In general, the use of acco (or acco type) fasteners is not desirable except in specialized case files which are to be retained for extended periods of time. Case files should be retained in the jute folders for the life of a particular case and may be in your current files over a period of years.

Where the volume of correspondence and records is small, the use of guides is not recommended. In these instances, your jute folders will serve as guides. Surplus guides and folders should be reported to the National Office.

Material should be arranged within the folder in chronological order, the latest date on top.

File designations should be written, typed, or stamped in full, preferably in caps.

- (f) Charge-Out and Follow-ups. No loan of records from the files should be made until an appropriate charge-out is prepared and inserted. Generally, a form should be used which (1) protrudes slightly above the material in the folder and (2) which provides for more than one charge-out entry. Records on loan should be accompanied by a notice of the loan time limit and of the place to which they should be returned. Normally, twenty to thirty days is considered a reasonable loan limit. A tickler, follow-up, or periodic review system should be developed for the purpose of insuring the return of all loans.
- (g) The Repair and Mending of Records. Valuable documents should not be mended with cellulose tape. This is particularly true of maps. The National Archives has advised that the use of such tape will in time darken the record to the point where it cannot be read. They recommend the use of either transparent or opaque linen tape for mending. There is no objection to using the cellulose tape for the mending and repair of records which ultimately will be disposed of as useless documents.
- (h) Case Files. A file which contains all correspondence relative to a specific subject or document is known as a case file and will remain intact for the life of the transaction. This material will remain in your active files until the transaction is closed. Individual folders will be used in case files on certain types of documents as personnel, invitations to bid, cooperative agreements, drainage agreements, etc. On others such as requisitions, purchase orders, etc., the correspondences will be stapled to the reverse side of the documents with the latest date to the front.

## 811.1 Continued 80

Individual folders will not be used for separate cases in this instance.

- (i) Reader File. Where desirable an extra copy of all outgoing correspondence may be prepared and filed by date. This provides a medium through which correspondence and documents filed by subject matter may be located when the available source of identification is the date of the letter. The reader file should be retained in the classifier's desk for ready reference. A note should be made on the reader file as to the exact location of an entire file on a particular subject. For example, if the entire file is retained within a division in the State Office, the subject designation will be made on the reader copy, if the material is forwarded to a Central File for filing or to another division a note on the reader copy may prevent hours of searching at a later date. The use of a reader file is optional. In order to eliminate any confusion between the official subject file copy, pink paper will not be used for the reader file copy.

## 812 PROCESSING AND CONTROL OF INCOMING AND OUTGOING CORRESPONDENCE

The control of correspondence is the maintenance of a record on incoming and outgoing correspondence which reflects its origin, identification of the writer, destination, date, routing, action taken, and the location of the official file copy. This record permits the location of correspondence at any time after it is received, insures its ultimate safekeeping, and provides a cross reference medium to the material as it is physically located in the files.

The control of all correspondence is not only unnecessary but undesirable. A large percentage of correspondence loses its administrative significance in a relatively short time. The control of such material is not worthwhile. In general, this type of correspondence includes such administrative material as procurement, contracts, claims, space, property, accounting, auditing, most budgetary material, personnel activities, records management, leave, pay, efficiency ratings, purchase of land, routine or regularly required form reports, accident reports, equipment, travel, and the like. Much of this material is case filed and will normally flow in well defined channels, governed by established procedures. From both administrative and archival viewpoints, it possesses little or no enduring value.

## 812.1 INCOMING CORRESPONDENCE AT NATIONAL AND STATE LEVEL

- (1) Sorting Incoming Mail. With a few exceptions, the incoming mail should be opened and attachments checked. The exceptions are Personal, Confidential, Personal Attention, Collection Official and Sealed Bids.



812.1 Continued

- (a) Personal. This correspondence is assumed to be mail which is not of an official nature. All mail addressed to an individual in care of the Soil Conservation Service will be handled as personal mail and will not be opened. Correspondence addressed to an individual using the address of the Soil Conservation Service will be handled as official mail and will be opened. If it is found upon being opened that the mail is personal, it will be inserted in the receiving envelope and forwarded to the addressee. Since it is often difficult to distinguish between personal and official mail before it is opened, the practice of forwarding personal mail through official channels of the Soil Conservation Service is to be discouraged.
- (b) Confidential. Correspondence marked "CONFIDENTIAL" indicates that the correspondence is of a strictly confidential nature and will not be opened by anyone except the addressee.
- (c) Personal Attention. This correspondence does not mean that the contents are confidential but that the writer desires it to be sent direct to the person addressed. This correspondence will be forwarded direct to the addressee without being opened.
- (d) Collection Official - National and State Office. Correspondence addressed "PERSONAL ATTENTION - STATE COLLECTION OFFICIAL" will be forwarded direct to that official without being opened.  
  
In the National Office, collections will be forwarded to the Budget & Finance Division without being opened.
- (e) Sealed Bids - National and State Level. Formal bids received in sealed envelopes in the Records and Communications Unit will be time-stamped and forwarded to the Procurement Management Branch without being opened. At the State level, the envelope will be time-stamped and forwarded to the individual selected to handle bids. Where a formal bid is not identified, and opened by mistake, the envelope should be resealed, time-stamped and forwarded to individual selected to receive bids at the National or State level.

812.2 SEGREGATION OF INCOMING CORRESPONDENCE AT NATIONAL LEVEL

When the correspondence marked PERSONAL, CONFIDENTIAL, PERSONAL ATTENTION, COLLECTION OFFICIAL, and sealed bids have been removed, the remaining material is opened, time-stamped and segregated into



## 812.2 Continued

two groups - that which is to be controlled and that which is not to be controlled.

- (1) Controlled Correspondence. This consists of material addressed and routed to the Administrator and the Deputy Administrator. This control is maintained through the use of the Correspondence Control Slip, AD-172, which is a five-part 3x5" inter-leaved carbon, snap-out form. This form is separated into its component parts after preparation and four (4) copies are attached to the correspondence; the other copy (black original) will be retained by the Records & Communications Unit.
- (2) Correspondence Control Slips. In the upper left space is typed the name of the writer and the sending office. Immediately below will be typed the date of the letter and in the spaces marked "RFRD" and "DATE" will be typed the name of the person to whom the correspondence is referred and the date the letter is received. In the space below will be typed a digest of the letter. In the lower right corner of the slip are spaces and appropriate legends which should indicate the action taken on the incoming correspondence. In recording telegrams on code slips, the entire message will be typed in capital letters.
- (3) Uncontrolled Correspondence. This consists of correspondence which is addressed and routed directly to the Divisions or Offices listed below:

ADMINISTRATIVE SERVICES DIVISION  
ASST. ADMINISTRATOR FOR FIELD SERVICES  
BUDGET & FINANCE DIVISION  
CARTOGRAPHY DIVISION  
ENGINEERING DIVISION  
FIELD REPRESENTATIVES  
INFORMATION DIVISION  
PERSONNEL MANAGEMENT DIVISION

PLANNING DIVISION  
PLANT TECHNOLOGY DIVISION  
SOIL CLASSIFICATION AND  
CORRELATION  
SOIL SURVEY INTERPRETATION  
SOIL SURVEY INVESTIGATIONS  
SOIL SURVEY OPERATIONS

## 812.3 ACTION ON CODED CORRESPONDENCE

Upon receipt of coded correspondence in the office of the Administrator or Deputy Administrator, the secretary will remove the top code slip for filing in the Administrator's office after indicating to whom the correspondence has been referred and the date.

- (1) Correspondence Acted on in Administrator's Office
  - (a) When correspondence is answered in the Administrator's Office, the secretary will note on code slip the initials of dictator and the date and by whom reply is signed, retain one copy of code slip, and return the

## 812.3 Continued

red code slip to the Records and Communications Unit with incoming correspondence and pink copy of reply for filing.

- (b) When it is determined that no reply is needed, the secretary will mark code slip accordingly, showing date correspondence is sent to file; remove top code slip for filing in Office of Administrator; and return the red code slip to the Records and Communications Unit with the correspondence. (Remaining code slips may be destroyed.)

(2) Coded Correspondence Referred to Other Offices

The secretary in each office to which the correspondence is referred may remove for the records of that office the next copy of the code slip after indicating additional referral.

- (a) When reply is prepared for the signature of the Administrator or the Deputy Administrator and is signed, the pink copy and incoming correspondence will be returned to the dictator's office for filing. The red code slip will be detached in the office of the Administrator and returned to the Records and Communications Unit with proper notations for permanent filing.
- (b) When reply is prepared and signed by someone other than the Administrator or Deputy Administrator, the proper notations should be made on the red code slip in the Office filing the correspondence and should then be returned to the Records and Communications Unit.
- (c) When it is determined that no reply is necessary, the secretary filing the correspondence should return the red code slip to the Records and Communications Unit, indicating that no answer was made.



#### 812.4 SEGREGATION OF INCOMING CORRESPONDENCE AT STATE LEVEL

The procedure set forth under Paragraphs 812.2 and 812.3 may be used at the State level if there is sufficient volume to set up a control system for the State Conservationist and his Assistants or any other members of his Staff.

#### 812.5 CONTROL OF OUTGOING CORRESPONDENCE AT NATIONAL AND STATE LEVEL

Outgoing mail should be inspected to insure that it is signed, dated, enclosures attached, and addressed correctly. File copies and previous correspondence are detached. The reader file copy, the use of which is optional as stated in Paragraph 811.1 (i) is utilized as a cross-reference to the subject files. Where used for this purpose, the subjective classification of the letter is indicated in the upper right-hand corner. Reader files are maintained alphabetically by name of addressee.

#### 812.6 CONTROL OF CONFIDENTIAL MAIL AT NATIONAL AND STATE LEVELS

Correspondence marked "CONFIDENTIAL" and addressed to the Administrator or Deputy Administrator, will be opened only by the addressee or by one whom he may designate. This mail will not be coded. After a letter is no longer confidential, it may be returned to the individual responsible for coding. Mail which remains confidential may be filed in the Records Management & Communications Branch or may be retained by the addressee or by the Division designated as a case file. The same procedure will apply at the State level, for confidential mail addressed to the State Conservationists or members of their staff. Outgoing confidential mail will be handled in the same manner. Confidential mail should be held to that which is truly confidential.

#### 812.7 ALPHABETICAL FILING OF BULLETINS AND PUBLICATIONS

One copy of all bulletins, leaflets and publications which are retained for reference purposes should be filed alphabetically by subject content, broken down into primary headings with secondary or tertiary headings within the primary subject if desired. The material will not be filed in with the correspondence, although the correspondence file outline (811.1) shall be followed. This material should be placed in pamphlet boxes and filed in upright closed or open type bookcases (whichever are available) or placed on temporary shelving. The inexpensive metal open type bookcases may be obtained from Federal Prisons. Transfer cases may also be utilized whenever the above facilities are not available.

- (1) Classification of Bulletins and Publications for Filing.  
This material will be classified in the upper right-hand corner according to the file outline (811.1), thus insuring its return to the proper file when borrowed. Pamphlet boxes will be labeled by subject content as AGRONOMY, FORESTRY, RANGE, etc., or where material is filed in transfer cases the subjects



812.7 Continued

will be divided by one-third cut angle tab pressboard guides.

- (2) Reference Index. For easy reference to the bulletins and publications, a loose leaf "Reference Material Index" will be developed by subject matter. This will show at a glance the material on a particular subject. Individual index sheets (see Exhibit #1 following this page) will be labeled for each primary subject appearing in the Subject-Numeric file outline. As material is classified according to the subject matter, the index sheet is filled out. All publications pertaining to more than one subject shall be appropriately cross-referenced on the reference material index. This system of indexing is entirely flexible as one primary subject may have as many sheets as necessary following in chronological order. The index sheets are filed in a ring binder easily removable for additions. Where numbered bulletins, circulars or leaflets are filed numerically, they should be listed by subject in the reference index. The reference index should be kept near the reference material for use by personnel interested in securing publications. The classification column shown on the attached exhibit will only be used when the primary subjects have been sub-divided into secondary and tertiary subjects.

Where material is filed in transfer cases, first position guides will be labeled for primary subjects, second position guides for secondary subjects and third position guides for tertiary subjects. Volume and complexity are again the determining factors for either the use of primary subjects or the sub-division of a primary subject. Guides or pamphlet boxes are to be prepared only as needed.

- (3) Stocking Bulletins for Distribution. Extra copies of bulletins, leaflets and publications which are stocked for distribution should be kept together and placed on shelves in store rooms where facilities are available. One copy will be retained in the subject reference file. Surplus stock should be reported to the National Office.

SUBJECT            AGRONOMY

SCS 2-1-54





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UNITED STATES DEPARTMENT OF AGRICULTURE  
SOIL CONSERVATION SERVICE  
WASHINGTON 25, D. C.

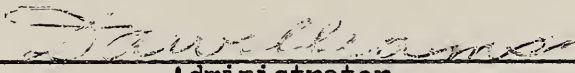
March 5, 1954

STATE CONSERVATIONISTS  
TERRITORIAL CONSERVATIONISTS  
OFFICIALS IN CHARGE, INTERIM REGIONAL OFFICES  
FIELD CARTOGRAPHIC OFFICES

The attached revision of the Records Management and Communications Handbook of the Administrative Services Division pertains to Disposal Schedules prescribed for use in the management of Soil Conservation Service records.

Included in this Section is a "Combination File Outline and Disposition Schedule" designed for use at Area and Work Units, 822.1 (11) 102 through 120. Extra copies of this Schedule are available in the Washington Office for distribution to the State Offices.

The third and final Section of the Records Management Handbook will be released in the near future. It will consist of Disposition Schedule Indexes, Penalty Mail, Statistical Summary of Records Holdings, Communications, etc.

  
\_\_\_\_\_  
Administrator





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## 813 RETIREMENT OF INACTIVE RECORDS

Records will not be retired at the end of each fiscal year. Age and volume will govern the retirement of records to the depository.

(1) Age: Provided volume is not excessive, records should be maintained in the active files for periods generally not to exceed five years.

(2) Volume: Provided activity is not too great, records which accumulate rapidly should be retired at such times as they present a storage problem in the active files. All records should be screened prior to retirement from the active files. No records, which at the time of retirement are eligible for disposal, should be placed in the depository. Records which ultimately are disposable may be placed in the depository if they present a space problem in the active files.

The using of the principle of continuity filing in conjunction with the discontinuance of annual retirement will in most cases prevent active records from being transferred to the depository or destroyed.

Records retirement from the active files should be a current function. As material is placed in the files the folders should be inspected and appropriate material removed and marked for the depository. At least once a year, all active records should be reviewed to insure the removal of old material. New folders for the active files should not be prepared unless the old folders are no longer serviceable or new designations have been created.

## 820 RECORDS DISPOSITION

With the passage of time, the records of an organization lose their importance so far as current operations are concerned. Some of these records are of such transitory value as to warrant their early disposal; others possess values which justify their preservation on historical, technical, or administrative grounds. In the latter instance, "administrative" is used in the broad sense as reflecting basic organization, program development, state and national legislation, summarized budget and cost reports, etc. There is a third category of records which, although not possessing permanent value in the historical sense, has sufficient administrative or legal value as to make retention for an extended period of time highly desirable, and in some cases imperative. Examples of this latter type of record are salary record cards, personnel case histories, voucher record cards, retirement cards, and the like.

(1) Definition. Disposition of records has to do with the segregation of valuable and non-valuable inactive records; their maintenance, protection, and servicing, during the period of time that they have a positive reference value to the organization; and their physical divorcement from the organization's



record collection. There are three techniques by which this physical separation may be effected: transfer to the National Archives, disposal as useless documents, and microfilming.

(2) Archival Records. It is impossible to lay down exact recommendations for the determination of archival value. Studies are in progress which will permit the listing of most of the subjective categories having such value. Administrative material such as is not controlled under correspondence control procedures is not considered as having more than temporary value. Technical records when they reflect, for example, the reason for a study or survey, its course, data summarization, conclusions - either negative or positive - and, possibly results of the application of principles derived, are definitely archival material. Economic surveys of selected areas, certain aspects of land utilization and land management, the evolution, development, and achievements of Soil Conservation Districts, etc., are archival material.

(3) List of Archival Records. Records which reflect how we developed our objectives, programs, and changes therein, technical operations (but not detailed data thereon), research programs, their development and conclusions, results achieved from the application of principles, general achievements and technical summaries thereof, public relations (but not including detailed information such as the development of radio script, the rough drafts and manuscripts of routine publications, the procedure for the preparation of posters, motion pictures, etc.) are of an archival nature. They possess historical value from an organizational point of view; they constitute a source of reference for governmental agencies, and they provide the public information on how and why funds were spent; the results of such spending, and the economic and social benefits derived therefrom.

#### 821.1 PROCEDURE FOR THE ACCESSION OF RECORDS BY THE NATIONAL ARCHIVES

(1) Examination of Records by State Administrative Officer. The records contemplated for eventual transfer to the National Archives are examined by the State Administrative Officer to determine their eligibility for transfer, their inclusive dates, volume, file arrangement, and general significance. Recommendation for transfer is submitted to the Chief, Records Management and Communications Branch. This recommendation should include the information mentioned above and should be accompanied by a file index or classification manual for the records.

(2) National Approval. Upon approval in Washington of the request for transfer, the recommendation will be returned to the State Administrative Officer. Upon receipt of notification of approval, the State Administrative Officer should arrange with the Deputy Regional Director for Records Management in the General Services Administration for their transfer to the appropriate Federal Records Center as set forth in Paragraph 842 of this Handbook. The recommendation for accession should accompany the records and a copy of the Shelf List should be furnished the Records Management Branch, Washington, D. C. Records so shipped



## 821.1 Continued

should be identified by job number and must be accompanied by an index or usable file manual. The Washington office should be notified when the records are shipped.

(3) When Request Disapproved. If the request for transfer is disapproved, the State Administrative Officer will be so notified. Action will then be initiated to place the records in line for disposal as useless documents.

## 821.2 LOAN OF RECORDS BY THE NATIONAL ARCHIVES

(1) How Requests are Made. Requests for records located in the National Archives should be directed to the Chief, Records Management and Communications Branch. They are usually shipped within forty-eight (48) hours of the receipt of the request. The loan period is for ninety (90) days and is renewable.

Records of other agencies which are in the National Archives may likewise be requested. Usually in these cases, as a matter of courtesy, the National Archives clears the request with the appropriate agency.

## 821.3 USE OF NATIONAL ARCHIVES FACILITIES AT NATIONAL LEVEL

Individuals are privileged to use these facilities, which include room space, desks, and typewriters, in addition to desk delivery of the records desired. Various catalogues and indexes are available for locating records.

## 821.4 AUTHORIZATION TO APPLY DISPOSITION SCHEDULE

(1) Supervision. In each location where records are located, the disposition of records will be carried out under the supervision of the responsible SCS employee listed below:

National Office	-	Records Officer
State Office	-	State Administrative Officer
Area Office	-	Area Conservationist or State Administrative Officer
Work Unit	-	Area Conservationist or State Administrative Officer

(2) Responsibility of Officer Applying Disposition Schedule. His responsibility is to see that only those records which are specifically authorized for disposal and no others, are destroyed. They may be disposed of by sale after appropriate advertising or they may be destroyed. Confidential correspondence or records shall be burned. It is also his responsibility to arrange for proper organization and retention of the remaining records which are not authorized for disposal. Any problems or questions regarding the disposition of records shall be directed to the National Office or State Office.

## 822 DISPOSAL OF USELESS DOCUMENTS

Records which have outlived their usefulness and do not possess archival value are considered as useless documents. Congress and the National Archives have established certain procedures to follow in order to dispose of such records. In the Soil Conservation Service, a records disposal schedule has been developed for this purpose. This schedule lists the recurring records which possess no permanent value and assigns to each record the time period during which it must be retained. Prior to use, schedules must be approved by the National Archives and Congress.

## 822.1 SOIL CONSERVATION SERVICE RECORDS DISPOSAL SCHEDULE - NATIONAL AND STATE LEVEL

The following schedule for the disposal of useless documents has been approved by National Archives and Congress and is for use at the National or State level unless otherwise specified:

(1) Record Copy. The record copy, which is defined for almost all of the records itemized, is the official file copy - See 811 (a). In some cases a duplicate record copy has been established in order to provide for the retention of certain selected records for periods longer than are normally prescribed for non-record material. In a few instances, the record copy is not defined; in these cases the retention period applies to all copies of the record. Except for these latter cases all copies other than the record or duplicate record copies are considered to be non-record material. It is not intended to imply that non-record material does not have useful or important functions; rather the distinction is made in order (1) to facilitate records disposal and (2) to permit the transfer of valuable records to the National Archives with a minimum amount of duplication.

(2) Authorization for Record Copy. Authorization for the establishment of a record copy, non-record copy, or duplicate record copy is contained in the following statement which appears in the preface to the disposal schedule as approved by Congress: "Determination as to character and class of records for disposal purposes shall be made by Records Officials in cooperation with appropriate administrative officials."

(3) Non-record Copies. Non-record copies (covered in Item 1 of the schedule) are to be disposed of one fiscal year after the fiscal year in which they are created; however, they may be disposed of at the discretion of the Records Officer at any time prior to this. As a matter of general policy, it is suggested, unless there is specific disposal authorization to the contrary, that they be held at least for the duration of the fiscal year in which they are created. The retention period for this type of record may be extended beyond the time



## 822.1 Continued

period mentioned, provided that a written justification is submitted to and approved by the State Administrative Officer, and that in no case may the extension exceed the retention period prescribed for the record copy.

(4) Extension of Retention Period. The retention period of a record copy may likewise be extended beyond the scheduled time, provided that permanent retention of any document scheduled for disposal may not be authorized without the prior approval of the Records Management Branch in Washington.

(5) Disposal of General Processed Material. Printed and published material is considered as library records and is not covered by this schedule. Rough drafts, notes, work sheets and the like, generally are not mentioned. They are considered as possessing no record value and should be disposed of as soon as they have served their purpose. Disposal authority in this schedule includes, in addition to the specific records listed, all related correspondence, data, and forms (revised, new or obsolete and forms serving the same or related purpose).

(6) Mimeographed Memoranda. These instructions may be segregated from the correspondence and filed separately in ring binders in date order with the latest date on top and cross-referenced to subject matter, or they may be classified by subject matter and filed in your Subject-Numeric file. This material should be disposed of immediately after it has served its purpose. In many instances, it should never even go to files and may be disposed of immediately after being read. It is assumed that appropriate record copies will be maintained for processed material originated by the Soil Conservation Service.

(7) Transmittals. Where the transmittal letters, memoranda, forms, etc., serve only as a transmittal function, they may be disposed of immediately. If they represent a detailed and critical comment on, or analysis of, the material transmitted they will be retained until the material transmitted is authorized for disposal.

(8) General Services Administration Schedules 1 - 16. In addition to the basic schedule for Soil Conservation Service, General Records Schedules Nos. 1 through 16 may be used by all agencies in the Department of Agriculture.

These schedules supersede and cancel all other record schedules issued by the General Services Administration. The provisions of these schedules may be applied subject to the limitations prescribed in memorandum dated November 10, 1952 from the Director of Plant and Operations. A



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copy of Office Plant and Operations Publication No. 10 (Records Disposition) May 1953, which includes the GSA schedules will be made available to each State Office.

(9) On-site Audit Record Procedure. Under a comprehensive audit program approved for the Soil Conservation Service, effective July 1, 1950 all original basic vouchers and invoices, contracts, original voucher schedules, accounts current and the other fiscal documents and supporting papers will be retained for audit by the General Accounting Office. All records of financial transactions relating to fiscal years for which the comprehensive audit has not been completed and records relating to the latest fiscal year for which the audit has been completed will be retained for current audits and until the records have served all administrative needs.

The original of all contracts, leases, permits, cooperative agreements etc., where funds have been expended or collected will be retained for three years from date of termination and transferred to a Federal Records Center. Vouchers, schedules, accounts current and supporting documents will be retained five years after the end of the fiscal year in which created and transferred to a Federal Records Center.

Any copies other than the originals of the above documents may be disposed of in accordance with the retention periods set forth under Sec. 822.1, Items 5 to 7 and 9 to 11 inclusive (Contracts, etc.), and Items 20 to 23 inclusive (Fiscal) of the ASD Handbook. For instructions on preparation of records for transfer to the Federal Records Center, see Sec. 842.1 of the ASD Handbook.

The Washington Records Officer will advise each State Office when the audit is completed on a Service-wide basis. Upon receipt of this notice, each State Administrative Officer will secure final approval for transfer of such records from the Regional Manager, Division of Audits, General Accounting Office, having jurisdiction over the State where the records are located.

Requests for final approval should be directed to the appropriate address listed below:

New Mexico

Regional Manager  
U. S. General Accounting Office  
Room 15  
142 Monroe Street, N. E.  
Albuquerque, New Mexico

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Alabama  
Florida  
Georgia  
North Carolina  
South Carolina  
Tennessee

Regional Manager  
U. S. General Accounting Office  
409 Federal Annex  
Atlanta 3, Georgia

Montana  
North Dakota  
Wyoming

Regional Manager  
U. S. General Accounting Office  
1245 N. 29th Street  
c/o Bureau of Land Management  
Billings, Montana

Maine  
Massachusetts  
New Hampshire  
Vermont

Regional Manager  
U. S. General Accounting Office  
1201 Custom House  
State Street  
Boston, Massachusetts

Wisconsin

Regional Manager  
U. S. General Accounting Office  
Room 859, U. S. Court House  
219 S. Clark Street  
Chicago 4, Illinois

Oklahoma  
Texas

Regional Manager  
U. S. General Accounting Office  
1114 Commerce Street  
Dallas 2, Texas

Indiana  
Kentucky  
Ohio

Regional Manager  
U. S. General Accounting Office  
Attn: MCLAGA-Box G - Area A  
Wright-Patterson AFB, Ohio  
Dayton, Ohio

Colorado

Regional Manager  
U. S. General Accounting Office  
Bldg. 85, Denver Federal Center  
Denver, Colorado

Michigan

Regional Manager  
U. S. General Accounting Office  
4th Floor Krolik Bldg.  
310 East Jefferson Avenue  
Detroit 26, Michigan

Iowa  
Kansas  
Nebraska

Regional Manager  
U. S. General Accounting Office  
Room 2512 Federal Office Bldg.  
9th and Walnut Streets  
Kansas City 6, Missouri

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Arizona	Regional Manager U. S. General Accounting Office Room 238, 1031 South Broadway Los Angeles 15, California
Arkansas Louisiana Mississippi	Regional Manager U. S. General Accounting Office Room 1503, 333 St. Charles Avenue New Orleans 12, Louisiana
Connecticut New Jersey New York Rhode Island	Regional Manager U. S. General Accounting Office 8 W., 346 Broadway New York 13, New York
Delaware Maryland Pennsylvania	Regional Manager U. S. General Accounting Office 113 U. S. Customhouse Philadelphia 6, Pennsylvania
Idaho Oregon	Regional Manager U. S. General Accounting Office Room 507 519 S. W. Third Street Portland 4, Oregon
Virginia West Virginia	Regional Manager U. S. General Accounting Office 900 N. Lombardy Street (Annex) Richmond 19, Virginia
Utah	Regional Manager U. S. General Accounting Office Post Office Box 2557, Federal Bldg. Salt Lake City, Utah
California Nevada Hawaii	Regional Manager U. S. General Accounting Office 100 McAllister Street, 21st Floor San Francisco 2, California
Washington Alaska	Regional Manager U. S. General Accounting Office 236 Federal Office Bldg. 909 First Avenue Seattle 4, Washington
Illinois Missouri	Regional Manager U. S. General Accounting Office Room 630 U. S. Court House & Custom House 1114 Market Street St. Louis, Missouri



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Minnesota  
South Dakota

Regional Manager  
U. S. General Accounting Office  
Room 524, Federal Courts Bldg.  
6th & Market Streets  
St. Paul 2, Minnesota

Puerto Rico

Division of Audits  
U. S. General Accounting Office  
Washington, D. C.

(10) Schedule Items 1 to 53.

1. Non-record copies of correspondence, data, documents and forms.

Dispose: One fiscal year after the fiscal year in which created.

1A. Transmittals.

Includes all types of transmittal letters, forms, notes, etc., unless they represent, in addition to their transmittal function, detailed and critical comment on or analysis of the material transmitted. Transmittals calling attention to not-too-serious errors, page references, suggested use of data, equipment, or practices covered in a publication, etc., are not considered detailed and critical. Letters of transmittal proposing and outlining a revision of a publication, suggesting major changes or revisions in practices, techniques, or procedures, etc., should not be considered for disposal under this item.

Dispose: Immediately upon receipt.

2. Requisitions.

Requisitions are the initiating action for the proposed accession by purchase or other procurement methods of materials, supplies, services, and equipment, and in almost all instances finally result in purchase orders, government contracts (other than Federal Supply Service scheduled contracts and Federal Prison Industry contracts) and leases. This item includes only files of requisitions and their associated correspondence; it does not include requisitions which have been incorporated into case files of other documents.

Record Copy: One copy of the requisition filed by the office actually doing the procuring, except for any requisition sent by the State Office to Washington, in which case one copy of the requisition will be considered a record copy in both the State and Washington Offices.

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Examples:

AD-11 Request for Supplies  
 AD-72 Request for Duplicating  
 AD-95 Supply Credit Requisition  
 SCS-25 Request for Duplicating  
 SCS-37 Request for Publications  
 Narrative Request for Books, Publications, etc.  
 Treasury Form 7 Request for Procurement Division Stock

In addition to the examples listed there are included all related correspondence, data, and forms (revised, new or obsolete).

Dispose: Three years after the fiscal year in which created.

3. Purchase Orders.

These are the purchasing documents for materials, supplies equipment, non-recurring services that result from government contracts (formal and informal), solicitation of invitations to bid. The file includes informal solicitations or invitations to bid, setting forth the exact cost, funds chargeable, and delivery information, together with requisitions in many cases.

Record Copy: The receipted or numerical copy of the purchase order located at the office paying the voucher.

Examples:

AD-38 USDA Purchase Order  
 SCS-111b Purchase Order  
 SCS-136 Request for Quotation  
 Treasury Form 7 Requisition for Procurement Division Stock

In addition to the examples listed there are included all related correspondence, data, and forms (revised, new or obsolete).

Dispose: Three years after fiscal year in which created.

4. Invitations to Bid (formal)

These documents are to be considered only when they are filed as rejected bids and maintained separately from the contract file. Invitations to bid filed with the contract will be considered as a part of the contract case file.

The invitations to bid under the above-mentioned restrictions are considered as case files and are a result of a requisition for materials, supplies, equipment, construction, continuing services, space for offices, warehouse garages, etc., which



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exceed open market limitations as established by law and which, therefore, require formal solicitation for bids.

Record Copy: The copy of the invitation to bid maintained in the office issuing such invitation.

Examples:

AD-215	USDA General Conditions
AD-218	Memorandum for Chief of OPO
AD-224	Invitation to Bid (Cash Offers)
AD-238	(Rev) General Conditions to Service Contracts
SF-20	Invitation to Bid (Construction)
SF-21	Invitation to Bid (Construction)
SF-22	Invitation to Bid (Construction and Supplies)
SF-24	Bid Bond (Construction and Supplies)
SF-33	Invitation to Bid (Supplies)
SF-36	Invitation to Bid (Supplies)
SCS-146	Abstract Proposals
SCS-147	Abstract Proposals

In addition to the examples listed, there are included all related correspondence, data, and forms (revised, new or obsolete).

Dispose: Three years after fiscal year in which created.

## 5. Contracts

Contracts are the formal result of successful invitations to bid, and are considered in four classifications which are outlined below. They cover supplies, equipment, and/or services of a continuing nature when they are purchased in amounts exceeding open market limitation as established by the Congress. The originals of these documents are to be filed at each State office for on-site audits by the General Accounting Office. The beginning date of the comprehensive audit for SCS is July 1, 1950.

- (a) Contracts (formal). Negotiated and completed through the Washington Office and requiring Secretarial approval.
- (b) Contracts (Less formal). A one-action contract, usually negotiated by a State Office. In those cases the various types of bids and performance bonds are not required.
- (c) Unnumbered Contracts. It should be noted that the General Accounting Office copy is filed with the voucher.



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- (d) Public Utility Contracts. Including telephone services.

**Record Copy:** The copy which is on file in the office making the award, except that the State Office will maintain a record copy of Washington contracts for materials, etc., used in the States.

Examples:

AD-14	Requisition
AD-215	Conditions to Contracts
AD-224	Invitations for Cash Offer for Used Equipment
AD-225	Contract for Services
AD-226	Special Privileges Applicable to all Purchases of Automotive Trucks and Passenger Carrying Vehicles.
AD-238	Conditions to Contracts
SF-20	Invitation to Bid (Construction)
SF-21	Invitation to Bid (Construction)
SF-22	Instructions to Bidder
SF-23	Form of Government Contract
SF-24	Bid Bond
SF-25a	Performance Bond
SF-33	Successful Bidder and Review Bids
SF-36	Successful Bidder and Review Bids
SF-40	Contract for Telephone Service
SCS-111b	Purchase Order
SCS-138	Contract Card and Certificate of Motor Carrier's Authority

Contractor Cards (Vendor) Note: Destroy with appropriate contract.

In addition to the examples listed, there are included all recommendations for accessions, related correspondence, supporting documents, legal instruments, data, war emergency forms, and all other associated forms (revised, new or obsolete).

**Dispose:** Contracts entered into prior to July 1, 1950 are on file in the General Accounting Office. Working copies of such contracts may be disposed of 5 years after contract has expired. Contracts (original) entered into subsequent to July 1, 1950 will be retained for a period of 3 years after the contract has expired and transferred to a Federal Records Center. The working copy of such contracts should be disposed of 5 years after contract has expired.

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## 6. Treasury Procurement Schedules and Contractors Catalogues

Dispose: One year after contract has expired.

## 7. Leases

Leases are case files (usually by location) of documents providing for the use of office, storage, and land space in the several states for the Soil Conservation Service. For purposes of classification in the Service, three types of leases are recognized.

- (a) Policy Leases. All leases and related instruments covering the occupancy of State Headquarters which serve more than one area, are considered to be policy leases.

Record Copy: The copy maintained by the Washington Administrative Services Division. Where the State Office supplements this type of lease, within their delegated authority, both Washington and State copies will be considered as record copy.

- (b) All other leases. The lease of any space not within the policy category. These leases are processed by the State Office.

Record Copy: The copy maintained by the State Office.

- (c) Agreements (informal leases). An informal rental agreement utilized in some cases to cover space where there is not monetary consideration or where the consideration is less than the open market limitation, and where the utilization of the space is for a one-period occupancy.

Record Copy: The copy maintained by the office executing the agreement.

Examples:

SF-2 Government Lease  
 SF-33 (Rev.) Invitation to Bid (short form)  
 SF-36 Continuation Sheet  
 SF-1036 (Rev.) Statement of Award  
 Fair Market Valuation Statement  
 Evidence of Authority  
 REM-6 Request for Clearance of Lease (Now SF-81)  
 Certificate from Postmaster or Federal Business Association  
 Exigency Statement  
 Notice of Renewal  
 Renewal Agreements  
 Supplemental Agreements  
 Request for Preparation of a New Lease  
 PSC-6 Request for Clearance of Lease



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In addition to examples listed, there are included all related correspondence, supporting documents, legal instruments, data, and forms (revised, new or obsolete).

Dispose: Leases entered into prior to July 1, 1950 are on file in the General Accounting Office. Copies of such leases should be disposed of 5 years after the expiration of the lease. The original of leases entered into subsequent to July 1, 1950 where money is expended or collected, should be held for a period of 3 years after termination and transferred to a Federal Records Center. Working copies of such leases should be disposed of 5 years after the expiration of the lease.

## 8. Space

This group of records covers Federal space occupied by this Service other than that type occupied by lease or other kinds of agreements (e.g. gratuitous or reimbursible).

(a) Federal space outside District of Columbia.

Record Copy: Copy on file in the State Office.

### Examples:

REM-1B Request for Space in Proposed New Buildings or Addition to Old.  
P&O-8 Statement Relative to Space Occupied by the Department of Agriculture in Federal Buildings outside the District of Columbia.

In addition to examples listed, there are included all related correspondence, data, and forms (revised, new or obsolete).

(b) Federal Space within District of Columbia.

Record Copy: Copy on file in the Washington Office.

### Examples:

PSC-81 Report of Planning Space Management (Now SF-81)  
PSC-1a Space Report  
OPO-29 Space in Washington, D. C.

and all related correspondence, data, and forms (revised, new or obsolete).

Dispose: Three years after request is withdrawn or the space is vacated.



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## 9. Cooperative Agreements

These are agreements entered into with individuals, groups of individuals, organizations, and governmental agencies in order to provide certain actions which are mutually advantageous. The agreements usually partake of the nature of contracts.

Record Copy: Generally, the copy filed by the office executing the agreement. This is true particularly with respect to the agreements executed by the Washington Office. However, in view of the diversity of types of agreement and the volume and use of these agreements, the following arrangement will be used:

- (a) In each State Office of the Soil Conservation Service, one copy of the agreement serves as the official record copy. The location of this copy is optional with the State Office. However, within any particular State, such location should be uniform throughout, e. g., all at the work unit, all at the State Office, etc. Any other copies maintained are considered as working copies. Included in this item are all forms used for or in connection with the agreement, related correspondence, amendments, data, reports and forms.

Dispose: If money is expended or collected, subsequent to July 1, 1950, hold original of agreement for 3 years after expiration of agreement and transfer to Federal Records Center. Working copies may be disposed of 1 year after agreement has expired. Where financial consideration is not involved, dispose of record copy 5 years after agreement has expired. Working copies may be disposed of 1 year after agreement has expired.

## 10. Memoranda of Understanding

These are informal documents which set forth the general premises for joint actions which will be taken by the Service, usually State or other governmental organizations. Normally, they do not partake of the nature of a contract.

Record Copy: This copy will be filed by and in the Soil Conservation Service Office executing the memoranda of understanding. All other copies which normally are distributed for information will be considered as working copies. Included are all forms used for or in connection with the Memoranda of Understanding, related correspondence, amendments, data, and reports.

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Dispose: If money expended or collected, subsequent to July 1, 1950, hold original for 3 years after date of expiration and transfer to Federal Records Center. Dispose of working copy 1 year after expiration. If financial consideration is not involved, dispose of record copy 5 years after expiration. Working copy 1 year after expiration.

# 11. Special Use Permits

These are permits granted by the Government, usually to individuals, for certain privileges on Government-owned land, e. g. grazing permits, land occupancy, rights-of-way, buildings, etc. These permits may or may not involve financial consideration. In the event a financial consideration is involved, this item will not include a Budget and Finance copy which may be used to establish a collection record.

Record Copy: The copy maintained by the Office issuing the permit. In the event other copies are distributed for information, they will be known as working copies. Where there are financial considerations, the State Office copy is the record copy.

## Examples:

SCS-21 Termination  
 SCS-23 Special Use Application for Transmission Lines  
 Rights-of-Way  
 SCS-24 Special Use Transmission Lines Rights-of-Way  
 SCS-33 Amendment  
 SCS-36 Grazing  
 SCS-39 Special Use  
 SCS-48 Termination  
 SCS-49 Agreement  
 SCS-429 Temporary Use  
 Forestry Permit (Harvest of Timber)  
 Permit of Occupancy

In addition to the examples listed, there are included all related correspondence, amendments, data, reports, and forms used for or in conjunction with the preparation and issuance of the permits (revised, new or obsolete).

Note: Permits which are removed from their regular filing sequence and included in special case files, the over-all purpose of which will cover more than the mere permit are not considered in this item. For example, a grazing permit or permits which are included in pasture observational study file will be considered only in conjunction with such study.



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Dispose: If financial consideration involved, subsequent to July 1, 1950, hold original 3 years after expiration and transfer to Federal Records Center. Dispose working copies immediately after expiration. Where financial consideration is not involved, dispose of record copy 3 years after expiration. Working copy immediately after expiration.

## 12. Easements

These are rights granted to or by the Government by or to individuals or organizations for such privileges as rights-of-way across land, power transmission lines across Government land, harvesting of seed, etc.

Record Copy: The copy maintained in the State Office.

Included are all forms used in conjunction with the preparation or securing of the easement (revised, new or obsolete) together with related correspondence, amendments, data and reports.

Dispose: If financial consideration involved, subsequent to July 1, 1950, hold original 3 years after termination and transfer to Federal Records Center. Dispose working copy 5 years after expiration or termination. If financial consideration is not involved, dispose record copy 5 years after termination or expiration. Working copy immediately after termination or expiration.

## 13. Accidents, Claims, and Damages

These are usually case files of automotive accident reports involving personal injury and property damage. They also include reports resulting from fires, explosions, floods, etc. and narrative reports involving accidents resulting from the use of equipment on loan to Districts.

Record Copy: Washington Office Copy.

Duplicate Record copy: State Office.



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Examples:

AD-24 Claim for Loss of or Damage to Private Property  
 AD-250 Accident Report (Now SF-91 and 91A, Operator's Report of Motor Vehicle Accident).  
 SF-26 Driver's Report - Accident, Motor Transportation.  
 SF-27 Investigating Officer's Report - Accident, Motor Transportation (Now SF-93, Report of Investigating Officer)  
 SF-28 Claim for Damages, Accident, Motor Transportation (Now SF-95, Claim for Damage or Injury)  
 SF-94 Statement of Witness  
 SF-96 Settlement Agreement  
 Police Report (if available)  
 Municipal Ordinance (if available)

Included are all related correspondence, data (including sketches or illustrations), pertinent information, and forms (revised, new or obsolete).

Dispose: Record Copy: 3 years after disposition of claim; if no claim 3 years after date of accident.

Duplicate Record Copy: 2 years after disposition of claim; if no claim 2 years after date of accident.

## 14. Property Records

Records in this category provide the Government with a means of accountability for the various items of property acquired by the agency. The records have been divided into three sub-items on the basis of their accountability value and are described below.

Record Copy: Copy in the Washington or State Office.

## (a) Basic Accountability Records

AD-106 Property Record Card  
 SCS-150e Property Record and Inventory Card  
 Perpetual Inventory Card (Acquisition and Issue Records)

Dispose: Five years after disposal of property, provided records are cleared.

## (b) Subsidiary Records; Acquisition and Disposition

AD-107 Report of Transfer of Property  
 AD-108 Report of Property Constructed (also used for property found and for other purposes)  
 AD-109 Report of Surplus or Unserviceable Property  
 AD-110 Authorization for Disposition of Property  
 AD-111 Report of Disposition of Property  
 AD-112 Report of Loss or Damage of Property

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Receipted Purchase Order (when considered as part of the property record)

AD-227 Report on Disposal of Surplus Personal Property

Record Copy: When these particular documents involve expendable property, the record copy will be located at the place where the property is received and used; otherwise, the record copy will be found in the Washington or State Headquarters.

Dispose: Five years after the fiscal year in which created.

Note: See 22652 ASD Handbook for instructions on expendable property.

(c) SCS-143 Receipt for Property

Dispose: When cleared

(d) Physical Inventories - These are taken annually or when accountability is changed from one constituent to another. Example of form used: AD-113 and AD-113a, Physical Inventory Report.

Dispose: One year after next inventory is completed.

(e) Examination Reports - These are narrative reports of examinations covering all phases of the Administrative Services Division's work with respect to established procedures, practices and regulations.

Included with each of the above groups are related correspondence, reports, and revised, new or obsolete forms used for the same purpose.

Dispose: One year after a new examination report is filed.

15. Bills of Lading

These documents are considered under this item only when organized as a document file. The voucher copy is not considered herein.

Record Copy: The receipted yellow memorandum copy of the issuing office.

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Examples:

SF-1058	Government Bill of Lading
SF-1103	Government Bill of Lading
SF-1108a	Certificate in Lieu of Lost Bill of Lading

Included with the above examples are all related correspondence, data, and forms (revised, new or obsolete).

Dispose: Five years after the fiscal year in which created.

## 16. Standard Form 1121 - Bill of Lading Accountability Record

This record is maintained only by the issuing office; the record copy, therefore, at the same location.

Dispose: One year after date of last entry.

## 17. Construction of Buildings

These records have to do with the construction of buildings by the Soil Conservation Service. The buildings thereafter become a part of the Soil Conservation Service property records. The records pertain to type of buildings to be constructed, justification, estimate of cost, type of construction, and a plan on the building.

All correspondence, forms, data, reports are included in this item.

Dispose: When building is disposed of.

## 18. Establishment and Abandonment of Offices

This item covers the State Office records only. The State Conservationist is authorized to approve the establishment and abandonment of offices performing no administrative functions. Copies of such notices may be sent to Washington.

Record Copy: The copy on file in the State Office.

Retain

Dispose: All other copies one year after fiscal year in which created.

Note to Item 18. Where these records constitute a part of the lease file or the District file, their disposition will be governed by the appropriate item.



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19. Miscellaneous Procurement Forms

(a) Treasury Form 59 Report of Delinquent Contractors

Record Copy: Will be found in State Office. The Budget and Finance copy, if any, is not considered under this item.

Dispose: One year after fiscal year in which created.

(b) Itemized List of Employee's Household Goods

Record Copy: Located in office of issuance.

Included with (a) and (b) are all related correspondence, data and forms (revised, new or obsolete).

Dispose: One year after fiscal year in which created.

20. Accounting Instruments and Documents

Records and documents created and used in accounting for the expenditure of official funds and the collection and deposit of all monies received by the Government (Soil Conservation Service), including the transfer of funds between accounts.

In addition to the records specifically identified in this item, there are included all related correspondence, documents, data, and forms (revised, new or obsolete).

Sub-item 1: General Ledger and Supporting Papers

Record Copy: Original filed in Washington and State Offices.

SCS-16	Collection & Warrant Register (Obsolete)
SCS-22	Allotment Ledger Summaries (Obsolete)
SCS-58	Summary of Expenditures by General Ledger Group Classifications (Obsolete)
SCS-86	Presidential Project Authorization Control
SCS-236	Capitalized Property Transactions Register (Fixed Property/Equipment)
SCS-242	Monthly Statement of General Ledger Account Balances
SCS-238	Collection Register

Retain

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SCS-22 Allotment Ledger (Obsolete)  
 SCS-239 Obligation Control Record  
 SCS-239a Expenditure and Obligation Register  
 SF-1015 Allotment Ledger (Obsolete)

Dispose: 5 years after fiscal year in which  
 created.

SCS-87 Encumbrance Register (used in Allottee offices only)  
 (obsolete)

Dispose: 1 year after created.

Sub-item 2: SF-1095, Summary Statement of Disbursement and  
 Collections by Appropriation (Obsolete)

Record Copy: The copy filed in the Washington Office, except  
 for such documents as were maintained in the Regional Office  
 and were used in the preparation of SF-1095.

Dispose: 5 years after lapse of appropriation.

Sub-item 3: Accounts Current and supporting papers:

A. SF-1019 Accounts Current  
 SF-1044 Schedule of Collections (obsolete)  
 SF-1046 Schedule of Transfers - Special Deposits (Super-  
 seded by SF-1081)  
 SF-1114b Collection Voucher  
 SCS-100 Official Receipt - - - Attached to SF-1044  
 SF-1081 Voucher and Schedule of Withdrawals & Credits  
 (Used as a collection document)  
 SF-1081 Voucher & Schedule of Withdrawals & Credits  
 (Used as a disbursement document)  
 SF-1096 Schedule of Voucher Deductions  
 SF-1097 Voucher and Schedule to Effect Correction of  
 Errors  
 SF-1098 Schedule of Cancelled Checks  
 SF-1151 Appropriation Transfer Authorization  
 SF-1159 Schedule of Collections for Available Special  
 and Trust Fund Receipts (obsolete)  
 TD M-188 Schedule of Uncollectible Checks  
 TD-520 Appropriation Warrant and Advice of Credit to  
 Checking Account (Washington, D. C. only)  
 TD-5589 Notice of Special Entry

Record Copy: Original filed in Washington and State  
 offices.

Retain:  
 Records created prior to July 1, 1950 - retain  
 five years from end of fiscal year in which  
 created and dispose.

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Records created subsequent to July 1, 1950 - retain originals five years after fiscal year in which created and transfer to Federal Records Center.

- B. SF-201 Certificate of Deposit
- SF-209 Certificate of Deposit
- TD-1 Certificate of Deposit (superseded by SF-201)
- TF-6599 Certificate of Deposit (superseded by SF-209)

Record Copy: Copy filed in Washington, and State Offices.

Dispose: After related account current and supporting papers are transferred to the Federal Records Center.

Sub-item 4:

- SCS-1 Reconciliation of General Ledger Cash Account With Disbursing Officer's Account Current
- SCS-2 Verification of Appropriation and Trust Fund Subsidiary Records With the General Ledger
- SCS-3 Verification of Special and Deposit Fund Subsidiary Records With the General Ledger
- SCS-4 Special Deposits Reconciliation Statement (superseded by SCS-2)
- SCS-8 Daily Summary of Disbursing Office Transactions (obsolete)
- SCS-8 Collections Work Sheet (superseded by revised SCS-8 above)
- SCS-117 Disbursements Work Sheet - Land Utilization Collections
- SCS-118 Standard Form 1095 Work Sheet - Land Utilization Collections

Record Copy: Original filed in Washington and State Offices.

Dispose: After related account current and supporting papers are transferred to the Federal Records Center.

Sub-item 5: Groups of Miscellaneous Accounting Forms and Documents

- A. SF-1027 Request for Disbursing Funds (Obsolete)
- TD-1669 Request for Transfer of Funds
- TD-1760 Request for Repayment of Unexpended Disbursing Balances

Record Copy: The copy filed in the Washington and State offices.



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Dispose: 5 years after fiscal year  
in which created

- B. SCS-22 Report of Regional Obligations (Obsolete)  
SCS-98 Monthly Statement of Classified Obligations

Dispose: June 30th copies 10 years after  
fiscal year in which created.  
July through May copies 2 years  
after fiscal year in which  
created.

- C. SF-1016b Distribution Ledger

Record Copy: Original filed in Washington and State  
Offices.

Dispose: On no year appropriations, work-  
ing funds, etc., these ledgers  
will be retained until fund or  
appropriation is exhausted. On  
annual appropriations, dispose  
after appropriation has lapsed.

- SCS-23 Object Class Summary of Transactions (Obsolete)  
SCS-83 Record of Unliquidated Encumbrances (Obsolete)

Dispose: 3 years after fiscal year  
in which created.

- D. SCS-84 Notice of Split Posting (Obsolete)  
SCS-85 Correction Form (Obsolete)  
SCS-89 Transmittal Register of Collections (Obsolete)  
SCS-89a Register of Collections (Receipted Copies)  
(Obsolete)  
SCS-99 Bill for Collections (Obsolete)  
SCS-99a Bill for Collections (Obsolete)  
SCS-119 Annual Report - Land Utilization Collections  
(Obsolete)  
SF-133 Report on Status of Appropriation Accounts  
(Washington only)  
SF-1045 Summary of Collections (Obsolete)  
SF-1065 Summary of Disbursements (Obsolete)  
SF-1080 Voucher for Transfers Between Appropriations  
and/or Funds (Used as bill for collection)  
SF-1092 Summary Statement of Disbursements and Collections  
by Official Projects (Obsolete)  
SF-1081 Voucher & Schedule of Withdrawals & Credits  
(Used as bill for collection)  
SF-1114 Bill for Collection (Include demand letters)  
Report of Expenditure of Travel and Communications

Record Copy: The copy filed in the Washington and State  
Offices.

Dispose: 5 years after fiscal year  
in which created.

Exception: Uncollectible Account File

Retain

SCS-615 Bill and Collection Record Card (Obsolete)

Record Copy: Original filed in Accounts Section

Dispose: 10 years after end fiscal year  
in which created

SF-1038 Application and Account for Advance of  
Funds

Record Copy: Original filed in Accounts Section.

Dispose: 2 years after fiscal year in  
which created.

E. Monthly Statistics Report of Accounts Credited to  
Office.

Dispose: 3 years after fiscal year in  
which created.

F. SCS-120 Record of Lapsed Appropriation Transactions

Record Copy: In Washington and State Office.

Dispose: 10 years after end fiscal  
year in which created.

G. Request for Exemption from Bonding Collection Officials

Dispose: After official is discharged  
from duty.

H. SCS-20 Schedule of Rates (Budget & Finance Copy)

Dispose: After related or pertinent  
contracts have expired and  
after expiration or repeal  
of Schedule of Rates.

I. SCS-6 Statement of Subsidiary Record (Obsolete)  
SCS-30 Reconciliation of General Ledger Cash  
Account with Disbursing Officers Account  
Current (Obsolete)

Record Copy: Original filed in Washington Office

Dispose: 2 years after fiscal year  
in which created.

J. SCS-43 Estimate of Potential Income

Dispose: Original 4 years after end of  
calendar year in which created.  
All copies 2 years after end of  
calendar year in which created.

K. SCS-44 Register of Income Producing Contracts  
and Use Permits

Dispose: 4 years after end of calendar year  
in which created.

21. Audit Instruments and Documents

Records created and used in connection with the auditing of  
transactions involving the expenditure of official funds.

Record Copy: The copy filed in the office making the audit.  
When a copy is supplied the Washington Office, a record copy  
will be filed in both the Washington and State Offices.

SOIL CONSERVATION SERVICE FORMS

SCS-73	Payroll Deduction Control
SCS-79	Share Crop Lease Report
SCS-101	Schedule of Administrative Reserves
SCS-102	Statement of Monthly and Projected Reserve
SCS-103	Service Certificate
SCS-104	Administrative Audit Difference Statement
SCS-105	Rental Control Register

STANDARD FORMS

SF-19	Bond of Indemnity - Advances
SF-39a	Certificate of Settlement
SF-1055	Claim against U. S. for Amounts Due in Case of Decedent
SF-1064	Schedule of Disbursements (Also SF-1003, 1024, 1025) (Obsolete)
SF-1081	Voucher or Voucher and Schedule of Withdrawals and Credits Between Appropriations and/or Funds
SF-1096	Voucher Deductions
SF-1101	Miscellaneous Obligation Record (Formerly SCS-130, Miscellaneous Encumbrance Record)
SF-1166	Voucher and Schedule of Payment
SF-1167	Voucher and Schedule of Payments Continuation Sheet
SF-1168	Request for Issuance of U. S. Savings Bonds



SF-1737	Bond Issuance Schedule (Obsolete)
SF-2089	Schedule of Certificate of Settlement (Obsolete)
SF-2805	Request for Recovery of Debt Due the U. S. (Formerly CS-3037 Appropriation Reimbursable Account Overdrawn Annual and/or Sick Leave)
2806-3	Notice of Correction of Individual Retirement Record
2807	Register of Separations and Transfers
2807-1	Register of Adjustments
2807-2	Annual Summary of Retirement Fund Transactions

#### DEPARTMENT OF AGRICULTURE FORMS

AD-36	Certification for Lump Sum Payment of Annual Leave
AD-42	Claim Account Transmittal (Washington only)
AD-210	Voucher and Schedule of Payment (Obsolete)
AD-210a	Voucher and Schedule of Payment (Obsolete)

#### TREASURY DEPARTMENT FORMS

M-104	Bond Form for Agent, Cashiers, Asst. Disbursing Officers
M-134	Inquiry and Recommendation for Designation of Agent to Receive and Distribute Salary Checks and Bonds
M-232	Designation of Agent to Receive and Distribute Salary Checks and Bonds
M-258	Cancellation of U. S. Savings Bond
6569	Power of Attorney by Individual for the Collec- tion of Checks
6570	Power of Attorney for the Collection of a Specific Check Drawn on the Treasurer of the U. S.

Dispose: All documents created prior to July 1, 1950 shall be disposed of 5 years after the fiscal year in which created. Original documents created subsequent to July 1, 1950 shall be retained 5 years from end of fiscal year in which created and transferred to a Federal Records Center. Documents not audited by General Accounting Office may be disposed of 5 years after the fiscal year in which created or within the retention periods provided below for documents listed as exceptions.

Included under Item 21 are related data, records, tabulations, correspondence, and forms (revised, new or obsolete).

Exceptions: Bonds, Surety and Indemnity;  
Releases from same.

AD-100 Bonds of Indemnity - Advances  
AD-101 " " " "  
AD-130 Bond, Fund and Property

Dispose: One year after termination of instruments.

TD-1686 Signature Card

Dispose: Five years after cancellation of employees designation.

## 22. Vouchers

These are the basic forms, together with supporting data and documents which record the action taken to secure payment for transportation, travel, services, including personal services, and things. In instances where the subsidiary records are attached to and made a part of the basic voucher form, the collection is known as a voucher case file. In many instances, however, the subsidiary records are filed separately as a document file.

Record Copy: The Bureau record copy of the voucher is the copy maintained by the office approving and making payment. It is well to note, however, that the official government record copy is the copy filed in the State Office for on-site audit to the General Accounting Office. The beginning date of the comprehensive audit for SCS is July 1, 1950.

### SOIL CONSERVATION SERVICE FORMS

SCS-10	Monthly Records Storage Service
SCS-17	Final Salary Payment Report (Superseded by AD-139)
SCS-49	Contract Payment Estimate
SCS-53	Work Order
SCS-72	Contract Information Card (Obsolete)
SCS-94	Report Salary Payment (Incl. CS-3037) (Obsolete)
SCS-95	Report of Retirement Fund Deductions (Obsolete)
SCS-97	Report of Service - Outside Retirement Act
SCS-109	Retirement Account (Obsolete)
SCS-110	Payroll Retirement and Adjustment Report (Obsolete)
SCS-111	(Superseded by Form AD-38 - Use until Exhausted)
SCS-114	Time Report (Attached to Voucher) (Obsolete)
SCS-132	Transportation Request Accountability Record (Obsolete)
SCS-427	Orders for Abstract Services (Obsolete)
SCS-611	Disposition Record
SCS-612	Acquisition and Audit Record
SCS-613	Audit of Accounts



STANDARD FORMS

SF-44	Purchase Order - Invoice Voucher
SF-50	Notification of Personnel Action
SF-52	Request for Personnel Action
SF-57	Application for Federal Employment
SF-1012	Travel Voucher
SF-1012e	Statement of Travel by Motor Vehicle (Obsolete)
SF-1013	Payroll Personal Services (Obsolete)
SF-1031	Government Request for Transportation
SF-1034	Public Voucher for Purchases
SF-1035	" " " " (Continuation Sheet)
SF-1038	Application for Advance of Funds
SF-1039	Statement of Advance of Travel (Obsolete)
SF-1047	Public Voucher for Refund of Collection
SF-1048	Public Voucher for Refunds (Memo Copy)
SF-1050	Public Voucher for Refunds
SF-1052	Statement of Advertising Rates (Obsolete)
SF-1053	Advertising Orders (Obsolete)
SF-1054	Public Voucher for Advertising (Obsolete)
SF-1054a	" " " " (Obsolete)
SF-1067	Public Voucher for Transportation of Passengers
SF-1067a-b	" " " " " "
SF-1068	Public Voucher for Freight and Express
SF-1071	Mileage Voucher
SF-1071a	" "
SF-1072	Payroll Personal Services (incl. parts a-c)
SF-1074	Payroll Personal Services (incl. parts a-c)
SF-1080	Voucher for Transfers Between Appropriations and/or Fund Accounts
SF-1080a	Vouchers for Transfers (Memo)
SF-1080b	" " " (Collection)
SF-1080c	" " " (Memo)
SF-1089	Schedule of Advance (Obsolete)
SF-1090	Telephone Service Statement
SF-1091	Summary Telephone Service Statement
SF-1097	Adjustment Voucher to Effect Correction of Errors
SF-1100	Notice of Exception
SF-1103	Bills of Lading - (Includes original and encumbrance copy)
SF-1108	Certificate in Lieu of Bill of Lading
SF-1113	Public Voucher for Transportation Charges
SF-1120	Transportation Request Accountability Record
SF-1125	Payroll Control Register
SF-1125a	Payroll Control Register (Revised)
SF-1126	Payroll Change Slip - White
SF-1126b	" " " - Yellow
SF-1126c	" " " - Pink
SF-1128	Payroll Personal Services - Payroll Certification & Summary
SF-1128a	Payroll Personal Services - Memo Copy - Yellow



SF-1129	Public Voucher for Petty Purchases
SF-1138	U. S. Government Request for Transportation - Type A Book Cover
SF-1139&a	U. S. Government Request for Transportation - Type A Book Cover
SF-1140	U. S. Government Request for Transportation - Type B Book Cover
SF-1141	Transportation Request - Type B
SF-1141a	Government Transportation Requests
SF-1142	Statement of Advertising Rates
SF-1143	Advertising Order
SF-1144	Public Voucher for Advertising
SF-1145	Voucher for Payment under Federal Tort Claims Act
SF-1147	Request for Issuance of Replacement Check Due to Error in Name and/or Designation of Payee (Includes memorandum when used instead of form)
SF-1150	Record of Leave Transferred
SF-1152	Designation of Beneficiary
SF-1153	Claim of Designated Beneficiary and/or Surviving Spouse for Unpaid Compensation Due a Deceased Civilian Employee
SF-1154	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee
SF-1155	Claim for Unpaid Compensation of Deceased Civilian Employee
SF-1158	Certificate in Lieu of Lost Travel Request
SF-1168	Request for Issuance of U. S. Savings Bonds

DEPARTMENT OF AGRICULTURE FORMS

AD-10	Telephone Toll Record
AD-38	Purchase Order
AD-60	Schedule of State Tax on Gasoline
AD-61	Request for Authority to Attend Meetings
AD-102	Toll Call Certificate
AD-139	Final Salary Payment Report
AD-154	Justification for Air Travel (Obsolete)
AD-196	Request for Retirement Record
AD-200	Request for Travel Authorization
AD-202	Travel Authorization
AD-206	Amendment to Travel Authorization
AD-232	Statement of Differences (Washington only)
AD-287	Employee Suggestions
AD-287-2	Appraisal Suggestion Report

TREASURY DEPARTMENT FORMS

TD-727	Tax on Electrical Energy
TD-941	Employer's Quarterly Federal Tax Return
TD-1096	Summary Form
TD-1099	U. S. Information Return for Calendar Year

TD-2254 Individual Authorization Card and Record of Payroll Allotments  
 TD-1737 (Not SF-1737) Bond Issuance Schedule (Obsolete)

Seed Purity and Germination Test Reports (does not include Nursery or Nursery Division Copy).

Telegrams (if copy is furnished by Communications Company when billing).

In addition to the above forms, this item includes all other related papers, correspondence, data, records, reports, and forms (obsolete, new or revised).

Dispose: All vouchers created prior to July 1, 1950 shall be disposed of 5 years after end of fiscal year in which created.

Vouchers and supporting documents created subsequent to July 1, 1950 shall be retained 5 years from end of fiscal year in which created and transferred to a Federal Records Center. Those documents not audited by General Accounting Office may be disposed of 5 years after fiscal year in which created, or within the retention period provided below for certain documents listed as exceptions.

Exceptions:

(a) Voucher Register SCS-116

Dispose: 10 years from end of calendar year in which created.

(b) Time and Attendance Reports

SCS-108	Time Record Card (Obsolete)
SCS-114	Time Report (Obsolete)
SCS-252	Time Report (Obsolete)
SF-71	Application for Leave
SF-72a	Time and Attendance Report (Obsolete)
SF-1130	Time and Attendance Report
SF-1135	Time and Attendance Report (Obsolete)
SF-1136	Time and Attendance Report (Obsolete)
SF-1137	Leave Record (Obsolete)
WPA-501	Time Report (Obsolete)
CPA	Time Report (Obsolete)

Dispose: Three full years after last pay period shown except for separations involving leave balances in which event retain last pay period report for ten years.

- SF-7      Service Record Card
- Retain
- (c) AD-126      Personnel Notification (now SF-50)
- Dispose: Fiscal copy only,  
after audit.
- (d) SF-2806      Individual Retirement Record (formerly  
CSC-2806). The record copy of this  
card is sent to the Civil Service  
Commission or transferred to other  
agencies within the Department. For  
security purposes, microfilm at end  
of calendar year 1956 and every five  
years thereafter. The Washington  
Records Officer will advise as to  
disposition of film.
- (e) SCS-102      Payroll List
- Dispose: One year after year in  
which created.
- (f) SCS-106      Salary Record Card
- Dispose: One year after year in  
which created.
- SF-1127      Individual Pay Card
- Dispose: Transfer to Federal Records  
Center, St. Louis, Missouri,  
5 years after end of calendar  
year in which created.
- (g) Withholding Tax Forms: This item includes, in  
addition to the forms listed, all  
similar forms used for the same pur-  
pose.
- W-1 (Now TD 941) Employee Quarterly Federal Tax  
Return
- W-3 Reconciliation of Income Tax Withheld, etc.
- Dispose: Five years after fiscal year  
in which created.



W-4 Employees withholding Exemption Certificate, etc.

Dispose: Four years after new exemption claim is filed or 4 years after separation from Service.

W-2 Withholding Statement  
W-2b Fourth Copy

Retain: 1 year

(h) SF-1038 Advance of Funds

Dispose: Two years after fiscal year in which created.

(i) SF-1094a and b Tax Exemption Certificate

Dispose: One year after fiscal year in which created.

(j) SCS-133 Tax Exemption Certificate Accountability Record

Dispose: 6 months after return of book cover.

(k) AD-105 Check Mailing and Identification Slip

Dispose: 2 years after check has been mailed.

### 23. Budgetary Instruments and Documents

The records created and used in connection with the establishment and operation of both the proposed and working budget of the Soil Conservation Service - Washington and field. These records will contain basic information and data for the presentation and justification of the Budget of the Department, the Bureau of Budget, and the Congress. The final Budget, along with that of other Bureaus of the Department, is printed as an official document.

Record Copy: The copy filed in both State and Washington Offices. All copies filed below the State Office will be considered duplicate record copies.

SCS 3-1-54

Included in this item are all related correspondence, data, and forms (revised, new or obsolete).

Sub-item 1:

SCS-91 Advice of Authorization (Obsolete)  
SCS-92 Advice of Allotment  
SCS-93 Advice of Change of Allotment (Obsolete)  
SCS-609 Authorization and Allotment Control  
SCS-616 Quarterly Operating Budget Report  
SCS-617 Quarterly Apportionment  
SCS-618 State Fund Distribution by Financial Project  
Budget Work Sheet  
Annual Budget Report

Retain: Washington and State Record Copy  
10 years and transfer to Federal  
Records Center.

Dispose: Duplicate Record Copies 5 years.

Sub-item 2:

SCS-607 Operating Budget

Retain: Washington and State Record Copy  
10 years and transfer to Federal  
Records Center.

Dispose: Duplicate Record Copy 10 years.

Sub-item 3:

SCS-70 Estimate of Personnel Requirements (Obsolete)  
SCS-608 Record of Man Years of Service (Obsolete)

Retain: Washington and State Record Copy  
10 years and transfer to Federal  
Records Center.

Dispose: Duplicate Record Copies 1 year.

Sub-item 4:

Treasury Department Form 1 Request for Apportionment (Obsolete)  
Treasury Department Form 2 Request for Revision of Apportion-  
ment (Obsolete)

SF-131 Apportionment Schedule  
SF-132 Reapportionment Schedule

Dispose: 2 years after close of fiscal year  
involved.

## 24. Nursery Records and Documents

This item will be rewritten at a later date. These records have to do with the operation and management of nurseries; the preparation of information regarding nursery activities which relate to soil erosion control and sound land use; collection, production and distribution of plants and seeds. The records located in Washington generally will deal with policy and standards, while those located in the field will reflect the operational phases of the work. There are many instances, however, where reports on the operational aspects of the work will be filed in the Washington Office.

Record Copy: Unless otherwise specified, the Washington and State Office copies will be considered the official record copies. Where reports and data are transmitted to Washington, the Record copy will be filed in the Washington Office. Selected records of the Nursery will be retained for eventual transfer to the National Archives.

## Sub-item 1: Production, Distribution and Delivery Records

These records concern the production and distribution of plants and seeds, including estimates of needs and certain records regarding accessions.

Examples:

SCS-567 Nursery Field Production  
 SCS-596 Distribution and Delivery Record (provided information has been summarized)  
 SCS-598 Seed Inventory  
 SCS N2 (a, b, c, d, and f) Early Estimate Forms (if used)  
 Seed Production Schedules  
 Form RL 1-A Seed Card Record (or similar forms)

Included are all related correspondence, data, and forms (revised, new or obsolete) and summaries, except for the items listed below.

Dispose: Five years after fiscal year  
 in which created.

Exceptions:

Basic Accession and Seed Inventory Records  
 Seed Harvest Maps  
 SCS-574 Plant Accessioning  
 SCS-577 Seed Inventory  
 SCS-597 Nursery Stock Inventory

Included are data, correspondence, forms (revised, new or obsolete), especially those which refer to the origin of seeds and plants collected or acquired. These records are maintained primarily at the nurseries.



Retain

Sub-item 2: Seed Tests for Purity and Germination

These records are developed by the seed laboratories of the Seed Nursery and record copies are maintained by the Nursery and State Offices.

Examples:

SCS-568 Permanent Record of Seed Tests  
SCS-569 Final Report of Germination Test  
SCS-570 Report of Purity Test

Included are all related correspondence, reports, data, and forms (revised, new or obsolete).

Dispose: Five years after fiscal year in  
which created.

Sub-item 3: Observational Studies

These records document activities that have as their objective the production and propagation of the species best suited for the control of soil erosion under various environmental conditions. Reports usually are prepared from the data collected and in some instances publications are issued. Information developed as a result of these studies is supplied periodically to cooperating divisions and agencies. Included are Forms SCS-581 (now obsolete) and all related forms (revised, new or obsolete).

Retain: Final Reports and Correspondence

Dispose: Work Sheets, rough field notes,  
progress reports, etc., provided  
final reports have been issued,  
immediately.

Note to sub-item 3: Where forms designed for other purposes are used in conjunction with observational studies and are filed with the study, disposal authorities given elsewhere in this schedule do not apply, e. g. SCS-577, Seed Inventory, may be used for observational studies in addition to its regular use.

Sub-item 4: Cost Accounting Records

These are records regarding the cost of operation of nurseries and the cost of production of plants and seeds. These records are summarized in the annual cost report which is retained in the Washington Office.

822.1 Continued 33

SCS-597 Nursery Stock Inventory (when used for cost accounting) and all related correspondence, data, and forms (revised, new, or obsolete).

Dispose: Five years after fiscal year in which created.

Exception:

Daily Work Sheet (Nursery - SCS 40 - now obsolete)

Dispose: One year after fiscal year in which created.

Sub-item 5: Reports

- (a) Weather Reports (those maintained by the Nursery for their own use; not to be confused with Weather Bureau Station Records which are not official SCS records).

Retain

- (b) Monthly Activities Report: The Nursery Manager's Report to the State Office. May cover progress on observational projects.

Retain: State Office Copies

Dispose: Nursery Copies  
Five years after fiscal year in which created.

- (c) Annual Technical Report  
Annual Administrative Report

Retain: All copies

- (d) Annual Cost Report

Retain: Washington and State Copies

Dispose: Nursery copy  
Five years after fiscal year in which created.

- (e) Special Reports

Record Copy: The copy filed in the Washington Office.

Retain: Record Copy

Dispose: All other copies  
Ten years after fiscal year in which created.

822.1 Continued 34

- (f) Correspondence regarding these reports, unless it is made a part of the report, may be disposed of in five years. Routine letters of transmittal may be disposed of immediately.

Sub-item 6:

SCS-652 Seed Sample Envelopes  
SCS-767 Herbarium of SCS (labels for bags of seed)

Dispose: When contents are disposed of

Note to Sub-item 6: Where International regulations require the maintenance of the original shipping packet, this disposal is not mandatory.

Sub-item 7: Classified Technical Correspondence

Covers such subjects as preplanting, trees, grasses, planting operations, care of stock, plant use, seed, methods of collection, methods and techniques of harvesting, cleaning, etc., and all related correspondence or data regarding the technical phases of nursery operation.

Retain:

## 25. Biological Records and Documents

These records pertain to the formation of, recommendation of, and in some instances the supervision of the application of biological techniques where they are concerned with soil erosion control and sound land use. Included are records concerning the biological aspects of farm irrigation or land drainage; relationships with biological organizations, individuals, and other government agencies relative to biological problems as they relate to soil erosion control and land use. The Washington records are primarily concerned with policy and standards, while field records are primarily concerned with the operational phase of the work.

Record Copy: The copy filed in the Washington and State Offices.

Sub-item 1: Animal Control

Retain: Reports and Data

Dispose: Correspondence, Work Sheets, etc.  
Five years after fiscal year in which created.



822.1 Continued 35

Sub-item 2: Reports

- (a) Annual Narrative Report to Congress on Wildlife Resources. Includes correspondence and data used in compiling the report. Published.

Dispose: Correspondence and data  
one year after publication.

- (b) Annual Report to the Administrator, including data and correspondence used in compiling report. Published.

Dispose: Data and correspondence  
one year after submission of report.

- (c) Other Conservation Reports. Published material.

Dispose: Correspondence and Data  
Five years after publication.

Retain: Unpublished material.

Sub-item 3: Conservation Practices

Includes correspondence, data, special reports, and related records. Such practices as Marsh Management, Hedges, Streambank Management, Spoilbank Management, Odd Area Management, Wildlife Borders, Pond Management (includes Aquatic Weed Control) and Windbreaks.

Retain

Sub-item 4: Farm Fish Ponds

- (a) Technical Data, Correspondence, etc.

Retain

- (b) Request from Individuals for Publications, Information, Instructions, etc.

Dispose: One year after fiscal year in which  
created.

- (c) Requests for Fish

Dispose: Three years after fiscal year  
in which received.

Sub-item 5: Field Tests and Observational Plantings

822.1 Continued 36

This will include correspondence, data, and reports, except for rough field data, work progress sheets, etc., which have been summarized.

Retain

Sub-item 6: Food Studies (Animal)

Retain

Sub-item 7: Relationships

Includes correspondence with Biological Organizations and other Government Agencies regarding the biological aspects of Soil Conservation; correspondence from and to individuals regarding biological problems which confront them in their practice of soil conservation; and all related records, data, reports, etc. Excluded are the categories mentioned under Farm Fish Ponds.

Retain

26. Range Management Records and Documents

These records have to do with soil erosion control and land use measures for range lands. Generally, the Washington Office records will reflect policy and standards, together with some degree of examination and inspection to insure adherence to these standards. The field records will be more concerned with the application of measures and practices on the land and the collection of data for use in improving old and devising new techniques.

Record Copy: The copy filed in the Washington and State Office will be considered the official record copies.

Sub-item 1: Reports

(a) Annual

Retain

(b) Technical, for Publication

Dispose: One year after publication.

Sub-item 2: Range Conditions (Published Data)

Includes both correspondence and data regarding the quantity and quality of forage in relation to the potential productive capacity of the range lands. This material is published periodically.

Dispose: Five years after publication.

822.1 Continued 37

Sub-item 3: Plans

- (a) Range Plans: These records are concerned with the planning of the ranch according to approved range management techniques.

Dispose: Immediately after plan is terminated.

- (b) Work Plans: Concerned with the development of techniques and methods of operation by technical personnel.

Retain

Sub-item 4: Projects

- (a) Cooperative Projects: Range Cooperative projects with other Government Agencies, e. g. Department of Interior, Forest Service, Agricultural Experiment Stations, etc., for the purpose of gathering information on range land use, classification, and capability.

Retain

Sub-item 5: Biennial Range Meetings

- (a) Minutes of the Meetings

Retain

Sub-item 6: Plants

Most of the material relating to plants will, no doubt, be of a printed nature, such as reference books, periodicals, etc. This item is confined to correspondence, reports, and similar data regarding the plants from a botanical point of view and which are filed in the classified file system.

Retain

Sub-item 7: Classified Technical Correspondence

Covers such subjects as range planning, range survey, range management, range description, grazing utilization (plant species), summaries, both plan and operation, and forms SCS-60, Range Type Disposition, and SCS-62, Range Survey Map Sheet.

Retain



822.1 Continued 38

## 27. Land Management Records and Documents

Land Management and Land Utilization records transferred to Forest Service on January 4, 1954.

## 28. Records and Documents Regarding Program Planning, Farm and Ranch Planning and Management, and Procedure

(a) Program Planning: This includes the planning of surveys to determine conservation needs and economic benefits of conservation, lending assistance in the development of new districts and the planning of District Programs and Work Plans, assistance in the development of new districts and the planning of District Programs and Work Plans, assistance to the District governing body, cooperation with local groups in developing or amending State soil conservation legislation.

## (b) Farm and Ranch Planning and Management

Includes techniques and procedures for the development of conservation farm plans, improving and accelerating farm planning, keeping the operating personnel acquainted and up-to-date on the technical aspects and new developments in the field of farm planning.

## (c) Procedure

Includes assistance in the development of operating procedures and the Development of State policy.

## Sub-item 1: Conservation Needs

Records relating to the determination of the total soil conservation job which needs to be done in the United States by Areas in terms of land use adjustment, types and quantities, of practices, technical personnel required, and costs. Involves records of field surveys and data compiled therefrom, correspondence and reports on basic land resource areas, minor resource areas and basic land resource units, data and statistics on the Soil Conservation District job ahead, and data on the rate of soil decline.

Retain: Washington Records

Dispose: State Records

Work Sheets

Five years after survey is completed.

Summaries

Ten years after survey is completed.

822.1 Continued 39

## Sub-item 2: Farm and Ranch Conservation Plans

Records pertaining to the development of farm and ranch conservation plans, their evaluation, and general farm and ranch management. In developing these plans, consideration is given to both the physical and economic aspects of sound land management.

## (a) Individual Farm or Ranch Conservation Plans:

These are documents developed and agreed upon by a Soil Conservation District and a farmer. As such, they represent official Soil Conservation District records. Sample copies of these farm and ranch plans are maintained at various levels in the Service, only for the purpose of information. They have no official record value.

Dispose: Sample Copies at any time.

## (b) Methods and Techniques of Planning:

This will consist of State correspondence, memoranda and instructions and the form and content of farm and ranch plans. The Washington records on this subject will consist of copies of State memoranda and instructions, progress reports, correspondence, and memoranda to the States.

Record Copy: The copy filed in the State Office.

Retain

## (c) Work Unit Analysis:

These are studies and reports more or less comprehensive of the operation on the Work Unit. They cover all phases of the work done and include commentaries on accomplishments and objectives. Relative State instructions are also included. Copies will be found in the State Office, and some few in the Washington Office.

Record Copy: The copy filed in the State Office.

Retain

## (d) Work Unit Analysis, Washington Correspondence:

This correspondence will be concerned primarily with policy, procedure and inspection.

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Record Copy: The copy filed in the Washington Office.

Retain

Sub-item 3: Conservation Benefits Survey

Data gathered, evaluated, correlated, and summarized to show the economic benefits derived as a result of the application of conservation to the land. Detailed data is posted to spread sheets or work sheets. State reports to Washington are summarized.

Record Copy: The copy filed in the Washington Office.

Retain

Dispose: State Summaries  
Ten years after completion of survey.

State Work Sheets  
Five years after completion of survey.

State Basis Sheets  
Three years after completion of survey.

Sub-item 4: Soil Conservation Districts

Records pertaining to (1) organization of and operation of Soil Conservation Districts; (2) District cooperation; (3) basic legislation concerning Soil Conservation Districts; (4) reports and statistics regarding District organization and status.

A. District Organization

District Docket File: Contains the basic papers regarding the organization and proposed operation of the District along with records relating to the mutual obligations established for both the District and the Service.

Examples of Papers and Instruments Used in District Organization:

Certificate of Organization or other Official.

Designation of the Status of Organization.

Declaration by State Committee or Board.

Instruments Regarding Dissolution, Division, and/or Combination of Districts, e.g. the Discontinuance of a District and its Subsequent Division into two or more new Districts.

Certificate of Addition of New Territory.



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Certificate Showing Change in Name of District Solicitor's Opinion (United States Department of Agriculture); on Adequacy of State Soil Conservation Law and Amendments thereto (Service use only); on Powers and Duties of Soil Conservation Districts; as a Guide in Determining Service Policy, and Procedures Pertaining to Cooperative Undertakings with Soil Conservation Districts.

Request for Preliminary or Advance Assistance.

Request for Assistance in Planning, Applying, and Maintaining Soil and Moisture Conservation Practices.

District Program or Amendment and Supplement thereto (contains a general statement of the erosion control and soil conservation problems within the District and its long-time land use objectives; involves no official approval or disapproval).

Map and Legal Description of District.

Notice of Readiness to Assist District.

Basic Memorandum of Understanding between the United States Department of Agriculture and the District. This memorandum states the intention of the parties to the agreement to undertake proposed cooperation and sets forth the general procedures which the parties will follow; it doesn't bind the Department to furnish assistance but merely establishes the basis on which assistance may be given by Bureaus of the Department. Statement of Cooperation. This is an SCS administrative document establishing the fact that funds have been allotted for the purpose of aiding the District.

District Work Plan and Amendments on Supplements thereto. This is the District's plan - not the Department's, outlining in general what the District expects to do and how and when they are going to do it.

Supplemental Memoranda of Understanding between the District and the SCS. This agreement sets forth what the Service will do and what the District will do.

Schedule of Assistance and Amendments or Changes. This document sets forth the amount of assistance, both technical and material which the Service will make available to the District (usually Form SCD 1) for a given period.

Solicitor's Opinions (USDA) on Legality of District Operations under Proposed Procedures (Service use only).

#### B. District Operation

##### Examples of Records Created and Filed:

Planting Materials. Records regarding estimated needs, stock available, requests for planting materials, copy of District resolution naming or adequately identifying their legal representative authorized to receive planting materials and summary of materials furnished. Delivery

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of planting material and return of surplus or unusable planting material is a matter of Nursery record; however, official receipts for the planting material plus a District report on its disposition will be filed in the State Office.

Loan or Grant of Equipment. Records regarding the loan or grant of equipment to a District. They include plans for operation and maintenance, intended use, and recommendations by the Service personnel identification of equipment involved.

Summary of Equipment Furnished and the Necessary Receipts for both Loan Grant and Return of Equipment.

Farmer District Cooperative Agreement. The official SCS file will consist only of the State Conservationist's approval of the form to be used by the District.

Correspondence, Data, Forms (revised, new or obsolete) Relating to or Regarding the Above Subjects are Included.

Correspondence, Data, Studies, Reports, Surveys, and Forms (revised, new or obsolete) Regarding Other Subjects Pertaining to the Organization, Administration, and Operation of Districts. Some examples of this type of material are:

Flood Control.

Group Enterprises. Records pertaining to group action on various soil conservation problems. Quite frequently divided into such categories as Preliminary Examination, Surveys, Plans, Progress Reports, etc. The following activities are generally to be found:

- Irrigation
- Stream Bank Control
- Drainage
- Other (as Forestry)

Field Trial Test Reports. These are farm tests of State Experiment Station procedures. The experiment Station usually selects the site and gives general supervision; however, much of the detailed supervision is given by SCS employees.

District Technical Guide. This is a guide prepared by the Work Unit Conservationist with the assistance of the State Office -- for use in the District.

- Group Action and Neighborhood Group Meetings.
- Demonstrations and Tours.
- Educational Meetings.
- Local Publicity.
- District Legislation.
- Staff Meetings.



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Record Copy: The record copy of all the above material listed both under District Organization and District Operation will be filed in the Washington and State District Files.

Retain

Sub-item 5: Legislation

These records have to do with the analysis and study of laws affecting the Service.

Record Copy: The copy filed in the Washington and State Office.

Retain

Sub-item 6: Special Reports Compiled by the Division in Cooperation with Other Divisions.

Record Copy: The copy filed in the Washington Office.

Retain

Field Reports. These are reports of field trips made by State personnel and are as a general rule submitted to the State Conservationist.

Record Copy: The original ribbon copy.

Retain

Sub-item 7: Technical Guides

These guides contain the technical standards for the planning, application, and management of all soil and water conservation work performed by the Service within the District. They are prepared on a District or Area basis by work unit conservationists and where needed, with the assistance of the Area or State Office. They are used primarily by the farm planner.

Record Copy: The copy filed in the State Office.

Retain: Record copy.

Dispose: All other copies when superseded.



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## 29. Safety and Health Records

The records of this Section pertain to the practices which are developed, recommended, and initiated for the safety and health of Service employees; protection of government property and equipment; and reduction of lost time due to injuries and illness. The Section also develops safe practices covering all types of farm operations. In addition, the Section maintains records on injuries and accidents together with an investigation as to cause. It is also the liaison between the Service and the Bureau of Employees Compensation. Related to this latter work will be the records of such cases as are transmitted to the Bureau of Employees Compensation.

### (a) Personal Injuries

This is a case file set up by individuals and organized on a calendar year basis. The record copy is the file in the State office; the original report of injury, along with evidence and data, is sent to the Bureau of Employees' Compensation.

Includes relative correspondence, forms, data, etc., outside the case file.

Dispose: Five years

Note: If and when injury files are consolidated with the personnel history folders, the above disposal authority will not operate; the records will be disposed of when disposition is made of the history folder.

### (b) Federal Fire Council Report (FFC-3). Now Std. form 92, Supervisors' Report of Accident.

This includes correspondence, data, forms.

Record Copy: The file in the State Office.

Dispose: Five years

### (c) Blasters' Certificates and Examinations

This includes records regarding explosives, their use, and related correspondence.

Dispose: All copies upon expiration, revocation, or cancellation.

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- (1) Record of Blasters' Certificates  
A record of the certificates issued.

- (d) Drivers' License

Includes test and related correspondence

Example: AD-103 - Employee's License

Dispose: Upon cancellation or expiration

- (e) Reports

The "Fleet Contest Report" and AD-135, Monthly Summary of Circumstance and Cause of Injury, Example (AD-135), are monthly reports submitted by the State Offices and are summarized by the Washington Safety and Health Section monthly and annually.

Record Copy: Washington Office and State Office.

Dispose: Monthly reports - 5 years

- (f) General Classified Correspondence

Correspondence relating to safety and health work in general - including such subjects as sanitation; fire protection; protection against personal injury, as the use of goggles, grinders, power equipment, drinking fountains, governors for automobiles, heat prostration; disease; Safety Committee Meetings.

Record Copy: Washington and State Office.

Dispose: All copies - five years.

30. Personnel Training

These records relate to the training and orientating of new employees so far as their duties, responsibilities, and privileges, as far as their work in the Service is concerned; to counseling aid for off time education of employees; and to training standards and instruction techniques for in-service training.

- (a) Letters of Inquiry regarding available educational facilities

Dispose: Six months

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(b) General Classified Correspondence

Includes the development of standards and instruction techniques, policy, establishment of in-service training centers and course of study, orientation of new employees, etc. This group of records will contain some processed and printed material.

Record Copy: Washington and State Office.

Retain

(c) Reports

No regular reports are required; special reports of specific activities are often called for. Information from such reports is summarized for the Service as a whole.

Record Copy: Washington

Retain: Summary

Dispose: All other copies 1 year; if no summary, retain.

31. Automotive Equipment Records

These are records regarding maintenance, use, management, and cost of operation of automotive equipment, including all types of self-propelled vehicles and machines. These records will consist of forms, reports, correspondence regarding the issuance and consumption of and accountability for fuel, gas, and oil; inspection and repair of equipment, authorizations for and records of use; requests for use; drivers records; tire and vehicle mileage; reports and data on operating costs; and related records.

Although these records all relate to automotive equipment, due to organizational procedures, some of them are processed by property or procurement personnel.

Sub-item 1:

Records Pertaining to Maintenance, Use, Management, Automotive Supplies and Accountability therefor

Examples:

Gas and Oil Records - as SCS-604, Dispensers Daily Record; SCS-605, Summary Issue of Gas and Oil; RO-478, Fuel Record; Service Station Delivery Tickets; P-21, Daily Record of Army Gas and Oil Issue; P-22, Continuous Statement of Gas on Hand;



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Monthly Summaries of Fuel Deliveries (Government Owned Tanks);  
Casing Registers; Interim Inspection Reports.  
SCS=180, Inspection, Auto.  
SCS=181, Inspection, Heavy.  
Fiscal=24, Consolidated Repair Shop Record  
FO=SCS=100 = 101, Sixty Day Inspection Records  
Request for use of Government-Owned Auto (e.g. R2=100; R7=63;  
MT=54).  
Orders to Release and Return to Storage Notice.  
Motor Vehicle Inspection (e.g. R2=12, R7=100, 101).  
Job Cost Report (e.g. R2=70).  
Dispatchers Record (e.g. R2=73).  
Loan Records, Agreements, etc. (other Government Agencies).  
Included are all related documents, correspondence, and forms  
(revised, new, or obsolete).

Dispose: One fiscal year after the fiscal  
year in which created.

Exceptions:

- (a) Does not include any annual inspection reports submitted  
by the State Office.

Retain

- (b) Gasoline Delivery Tickets issued by privately-owned  
service stations.

Dispose: After billing verified

- (c) Does not include records of equipment on loan to Districts.

Sub-item 2:

Request and Authorization for Private Storage.

Forms or memoranda used to request or authorize private stor-  
age of Government vehicles.

Dispose: Two years after termination.

Sub-item 3:

Records pertaining to Reports and Summaries of Operation, such  
as Over-all Mileage, Cost of Operation, Maintenance, etc.

- (a) AD=187, Operation Record on Government-owned Equipment.

This will include the now obsolete form SCS=513.

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This is a booklet which is maintained on each piece of equipment and in which is recorded such information as daily mileage or hours operated, fuel consumption, quantity and cost of lubricants, repairs, parts, tires, storage, etc. The information is summarized monthly and annually in space provided in the booklet. Each booklet is completed at the end of the fiscal year and is filed at the office at which the equipment is assigned.

Dispose: One year after end of fiscal year in which created. If vehicle is sold to other than government agency, the booklet may be disposed of as soon as the annual report is made for inclusion on SF-82.

- (b) AD-188 Summary Government-Owned Motor Equipment (Obsolete)  
SF-82 Annual Motor Vehicle Report  
A spread sheet for periodic (fiscal year) summarization of the cost of operation of government-owned motorized equipment. This form is designed to report on either large or small fleets.

Record Copy: The copy filed in the Washington Office.

Retain: Record copy five years and transfer to Federal Records Center.

Dispose: All other copies three years

- (c) SCS-194 Cost of Operation of Government-Owned Equipment.  
AD-187A (This form will replace the SCS-194).  
The SCS-194 is a 4 x 6 card which summarizes, monthly and annually, the entries from AD-187; the AD-187A is a tear-out sheet in the booklet, AD-187, and is provided for agency use in periodic reporting.

Record Copy: The copy filed in the State Offices.

Dispose: One fiscal year after the fiscal year in which created.

- (d) Includes for (a), (b) and (c) all related correspondence.

Exception to Sub-item 3:

- (a) Does not include any record which is a part of the equipment operation plan between Soil Conservation Service and a District.

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32. Disposition of Records for Land Utilization Projects which are Transferred to Another Federal Agency

Land Utilization Records were transferred to Forest Service on January 4, 1954.

33. Cartographic

The records of this Division relate to the control, compilation, and reproduction of maps and the furnishing of map service for use in operations connected with soil erosion, water control, sound land use, and management. The Washington and Field Offices will perform many of the same types of services, although certain areas are restricted to the Washington Office, e. g. Aerial Photography. In addition, the Washington Office inspects and maintains standards and formulates policy and procedure. The record copy will be defined for each sub-item.

Sub-item 1:

Cost Accounting: These records, created as a result of Budget Bureau regulations, reflect the cost of operation for the construction of planimetric and topographic maps. Such figures are used to determine reimbursable charges for work done for other Government Agencies and to prepare current Budget estimates. The subsidiary records created in cost accounting are summarized in the Quarterly Report to the Bureau of the Budget (Form P-1) submitted to the Bureau of the Budget.

- A. Types of Forms and Data (subsidiary)

Monthly Work Reports, e. g. SCS-729

Semi-Monthly Work Reports, Control Survey, e. g. SCS-705

Material Reports

Carto 1, 5 and 6 Time Reports

Included are all related forms (revised, new or obsolete), data, notes, reports, and correspondence.

Record Copy: Washington and Field Offices.

Dispose: One year after preparation of Form P-1

- B. New Cost Accounting Procedure to be placed in effect during 1947 fiscal year:

These records will have the same basic purpose as those described above, and will, in addition, provide the Soil Conservation Service with certain statistical data of use in determining work flow and production efficiency.



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Mark Sensing Cards (IBM)  
Statistical Summary Card (IBM)

Record Copy: Washington and Field Office.

Dispose: Three years after preparation of Form  
P-1

C. Form P-1 - Planimetric and Topographic Map Production  
Quarterly Report:

This report is submitted to the Budget Bureau.

Record Copy: Washington Office.

Dispose: All copies 5 years.

Sub-item 2: Requisitions

All forms, including correspondence, used for requisitioning  
maps and other cartographic services from the Division of  
Cartography.

Examples of Documents:

SCS-18	Requisition to Cartographic Division of Soil Conser- vation Service
SCS-57	Drafting Request
SCS-600	Request for Aerial Photos for Districts
SCS-601	Request for Cartographic Services
SCS-603	Shipping Memo
SCS-670	Requisition for Drafting Work
AD-14	Requisition Form - when used by the Field Office or the Board of Supervisors of a Soil Conservation District for ordering aerial photos for which a charge will be made (the first set of photos is supplied free).

Included are all correspondence, forms (revised, new or obsolete),  
and other requisitions which relate to the above function.

Record Copy: Office filling requisition.

Dispose: Two years

Sub-item 3: Reports

A. Status Maps

Annual Report (June 30) to the Budget Bureau showing plani-  
metric and topographic work completed. This is a map pre-  
sentation and is prepared as an overlay of a standard base  
map.

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Record Copy: Washington Office.

Retain

B. Proposed Operation of Mapping

Annual Report (March 31) to the Budget Bureau showing proposed operations, also a map presentation.

Record Copy: Washington Office.

Retain

C. Scheduled Operations

Annual Report to Budget Bureau, includes both a map presentation and explanatory narrative statement.

Record Copy: Washington Office.

Retain

D. Progress of Operations

Quarterly Report to Budget Bureau, includes both map presentation and narrative statement

Record Copy: Washington Office

Retain

E. Equipment Inventory and Capacity

Report to Budget Bureau as equipment is obtained or disposed of.

Record Copy: Washington Office

Retain

F. Annual Report to Administrator

Record Copy: Where prepared.

Retain

Sub-item 4: Map Control

Records relating to the control of mapping operations.

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- A. (1) Job Planning: Certain records such as maps and photographs are reference material maintained by the Map Files and are borrowed from these files as needed. Existing ground control records and related correspondence are to be maintained. Other correspondence and data collected by the Map Control Section in planning each map job are the only records considered for disposal.

Record Copy: Office planning the job.

Dispose: One year after job completion.

(2) Tabulated Record of Control

Retain

- B. (1) Field Notebooks: (The procedure for the preparation and filing of these notebooks is standard throughout the Service.)

Retain

(2) Computation Forms and Data: This is a collection of forms, the information on which is derived from the data in the field notebooks. The purpose of the forms is to make for standard and efficient calculations.

Examples:

Azimuth Computation, as SCS-708  
Computation of three-point problem  
State System of Plane Coordinates, as SCS-725  
Map Projection Data, as Carto. 14  
Lambert Projection, as SCS-42  
Plane Coordinates, as SCS-41  
Geodetic Positions, as SCS-44  
Transverse Mercator Projection, as SCS-47  
Geographic Coordinate Computation, as SCS-703  
Plane Coordinate Computation, as Carto. 16  
Auxiliary Control, as SCS-702  
Record of Control Survey Station, as SCS-46  
Included are all correspondence, forms (revised, new or obsolete), reports and other data which are related and used in the above fashion.

Record Copy: Office making computation

Dispose: Five years after job completion.

Sub-item 5: Map Compilation (Planimetric, Topographic, and Aerial):

Records relating to the compiling, editing, and production of maps.



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- A. Photogrammetric Compiling (Multiplex): Work done on manuscript maps. Only record herein considered will be correspondence regarding accuracy and specifications in photogrammetric compiling.

Record Copy: Office doing work.

Retain

- B. Diapositives (Aerial Photo): These are arranged by counties and projects.

Dispose: Five years

- C. General Correspondence Regarding the Work, excepting that which pertains to accuracy and specifications.

Record Copy: Office doing work.

Dispose: Five years

- D. Blue Line Copies of Maps on Metal Mounts (Plates): These are the final products prepared from the Manuscript maps. All notations and manuscript corrections appear thereon; they have been edited; soils classification (legend or color) have been placed thereon; and copies of the maps are prepared therefrom. These are the base maps plus the necessary overlays.

Retain

- E. Aerial Photographs Used in Compilation:

These are the Map Compilation Section copies, prepared from the Negatives, which are used in the compilation of maps and photomaps (mosaics). After the compilation is completed and the finished product is a matter of record, these working tools are no longer of any value. Soils data, used in compiling these maps, are filed in the Conservation Surveys Division.

Dispose: One year after job completion.

- F. Soils Capability and Classification Legend Data:

This is material supplied by other divisions of the Service and is used in making maps with the proper legends. All such material received by the Cartographic Division is worked up into a useable table, copies of which are supplied the originating offices.

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Dispose: One year after job completion.

G. Accessory Maps and Data Developed by Map Compilation:

This material is used in placing certain conservation and/or other land use information on the final maps.

Examples:

Hand colored photostats showing land capability. Other types such as acetates showing land use.

Note: Included for all sub-items, A - G, are related correspondence.

Dispose: One year after job completed.

Sub-item 6: Forms having no Record Value:

Negative Charge Slip - Destroy when negative is returned.

Check List of Map Symbols.

Index Card to Map File (SCS-704)

Record of Drawing Numbers.

Notification of Maps Ordered. (This is sent to person ordering map at the time the purchase order is issued - SCS-730).

Film Index File - Index to Aerial Photo Negatives, used to locate film in order to reproduce aerial photo of any area. This is an index to all flying done regardless of whether it was done under Soil Conservation Service or another Agency (Government or private).

Sub-item 7: Reference and Record Files

Aerial Photo Negatives.

Retain

Tracing File: These are tracings on linen, paper, etc., of maps, drawings, illustrations, structures equipment, etc.

Examples:

Personnel Organization Charts

CCC Maps

Samples of maps for various operational phases

Illustrative charts, as educational, production, training, etc.

Retain: Master copy or original tracing.

Dispose: All other copies five years after date of preparation.

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Note: When tracings of maps, charts, drawings, etc., become obsolete, they should be transferred to the appropriate Federal Records Center serving each State. When approval is requested for such transfer from the Washington Records Officer, a list showing the material to be transferred should be furnished. This list will be forwarded to the Chief, Cartographic Records Branch, National Archives, for his use in analyzing the material at some future date for possible preservation in the National Archives. It should be understood by each Administrative Officer that the final determination on what is to be transferred to the Federal Records Center is to be made by the Chief, Cartographic Field Branch, Division of Cartography. If material to be retained by SCS becomes voluminous, the services of the Federal Records Center may be used.

Map File: Reference file of maps produced by the Division and certain maps acquired by the Division.

Retain

District Folder: This file consists of a folder set up for each Soil Conservation District. It contains copies of the maps of the area, from its inception to the present, and includes all maps which show any changes in the District. A copy of SCS-600, Request for Aerial Photo, is usually included in this District folder. This file is used, among other things, for the purpose of keeping wall maps up to date.

Retain

Sub-item 8: Aerial Survey and Mosaic (photo map):

A. Job Folder:

This folder is set up by aerial photographic jobs and contains a copy of the contract, flight maps, weather conditions reports, flight records, crew information, inspection reports, acceptance and rejection notices, correspondence, etc. The copies of the contracts are particularly important, since they contain certain technical information which is of use in interpreting or explaining the photos. For example, they will contain information on the type of lens used, the serial number and make of the camera, the height at which flown, the flight pattern, etc.

Retain



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B. Job Orders (SCS-18):

If requests for aerial photos are not received on Form SCS-18, such form is prepared by the Division for the purpose of uniform administrative and operational procedures. Attached to these forms will be relative correspondence, data, and other forms.

- (1) Job orders from or for Districts.

Retain

- (2) All other job orders.

Dispose: Two years.

C. Daily Time Reports such as Carto. 1:

This form is used for showing daily work activity in Service Drafting and map compilation sections. It serves as a spread sheet in summarizing information later recorded on other forms. (Used in lieu of SCS-501).

Dispose: One year after year in which created.

D. Photo Maps (Mosaics):

This file contains the original order, some correspondence, and ratio sheets. After the job is completed some of the papers in this file will be transferred to the permanent job folder. The remainder is considered for disposal. This is a Production Work File.

Dispose: One year after job completion.

E. Negative Inspection Report:

Used to record inspection of negatives as they are issued or are returned from loan.

Dispose: Six months.

F. Glass Plate Negatives for Aerial Photos:

They differ from the planimetric negatives (glass plate) mentioned in Sub-item 9A.

Retain

822.1 Continued 57

Sub-item 9: Map Reproduction

A. Glass Negatives

These are prepared from blue line copies and are used to make the press plates from which planimetric maps are printed. These glass negatives deteriorate in a relatively short time.

Dispose: One year after job completion

B. Job Order (SCS-18) Long Term Job

Dispose: Five years

Short Job Orders

Dispose: One year

Note: It should be observed that certain requisition forms such as SCS-18 will be mentioned in several places in this portion of the schedule. This has been found necessary, due to the fact that the form is used operationally as a production record and for that reason different time periods for its retention are assigned.

C. (R-2) Negatives of Conservation Survey Map of Individual Farms

These are prepared from overall conservation survey sheets and are used in the farm plan.

Dispose: Sixty days after completion of job.

Sub-item 10: Aerial Photographs

A. Original Field Survey Sheets Showing Soil Conservation Surveys Data (Any Scale)

These records are the primary source materials. They include field annotated aerial photographs, original planetable field survey sheets, inked acetate overlay sheets, and such other records showing soil conservation surveys as have been compiled or annotated in the field.

Soil Conservation Surveys are made by Soil Conservation Service personnel while examining and studying land conditions on the ground. A typical Soil Conservation Survey includes a determination of soil, slope, erosion, land cover and other related land features such as frequency of overflow, wetness, salinity and stoniness.

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This information is recorded in the field on the following materials in approximately the following breakdown:

98% . . . . Directly on Aerial Photographs  
1% . . . . Planetable Sheets  
1/2% . . . . Acetate Sheets (overlayed on Aerial Photographs)  
1/2% . . . . Miscellaneous Base Maps

All surveying is converted to Aerial Photography as rapidly as photographs become available.

Retain: These are permanent records and are to be handled as such. They will be transferred to the National Archives or Federal Record Center when they are no longer needed in the Operations Program of the Soil Conservation Service.

- B. Work Copies, Photographic or Other, at Any Scale, Made From Original Field Survey Sheets Showing Soil Conservation Surveys as Described Above:

These are temporary work copies utilized by Service technicians in various phases of Service work. They do not include so-called original field survey sheets.

Dispose: To be destroyed when they become excess or surplus to the needs of the Soil Conservation Service.

- C. Aerial Photographs, Any Scale, Plain, Those Showing No Original Data of Any Kind:

Aerial photographs are obtained on a basis of a full coverage for a soil conservation district. Some of them may not be used for various reasons such as (1) unusual activity in certain portions of a soil conservation district; (2) the establishment of priorities by soil conservation district supervisors; (3) rapid changes in land use; and (4) insufficient Soil Conservation personnel.

Dispose: To be destroyed when they become excess or surplus to the needs of the Soil Conservation Service.



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D. Aerial Photographs, Any Scale, Showing Planned Conservation Treatment for Individual Farms:

These photographs are used as a working tool in carrying out the Conservation Planning Program of the Service. They do not constitute permanent record information.

These photographs are used for making individual conservation farm plans. The Soil Conservation Service technicians record on these photographs farm and field boundaries, field numbers, acreage, land use, land capability information and any other physical features, such as roads, drains, ponds, windmills, etc. The completed farm plan is filed with the Farmer-District Agreement and thus becomes a District record. It is an agreement made between the farmer and the District. The photographs are filed at various levels in the Service for information purposes and have no official record value.

Dispose: To be destroyed when they become excess or surplus to the needs of the Soil Conservation Service.

E. Permanent Record Set of Published Map

One copy of each edition or variant thereof of each map published in or by the Cartographic Division, Soil Conservation Service, Beltsville, Md., is a permanent record and will be transferred to the National Archives periodically - permanent record copies of all maps published within a calendar year are to be transferred as a unit to the National Archives within the first six months of the following year.

34. Records and Reports

This item covers records and reports which are prepared on a Service-wide basis and cross divisional and functional lines. Their submission is periodic and their preparation has been standardized by Service-wide procedure and the use of numbered forms. The purpose of this reporting, which is kept to a minimum, is (1) to maintain a balance between the work planned and accomplished; (2) reporting progress; (3) budget preparation; and (4) for current information (as annual reports, data for conservation educational material, etc.). In addition, it provides a basis for orderly scheduling of work and for the effective placement of personnel, equipment, planting stock, and materials.

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Sub-item 1: Technical Time Records (not for payrolling purposes)

- (a) SCS-190 Field Diary  
SCS-192 Activities Record

These are booklets designed for the use of personnel assisting Districts in keeping daily records of work done and use of official time.

Dispose: One year after the last entry is made. These records may, if desired, then be turned over to the individuals creating them. Authority for such transfer is contained in a letter dated July 31, 1946, from the National Archives, reference case 346-N3.

- (b) SCS-501 Monthly Time Record

A monthly summarized record which accounts for each technician's time. This form provides columns for the classified time distribution according to activities in which soil conservation technicians, assisting soil conservation districts, are engaged.

Dispose: Two years after fiscal year in which created.

- (c) Included is all related correspondence for (a) and (b)

Sub-item 2: Accomplishment Records

- (a) SCS-196 Record of Practices Planned and Applied, formerly Suggested Order of Establishment of Practices.

This form is designed to record for individual farms and soil and water conservation practices planned for and applied on cooperating farms, by years and by fields.

SCS-198 Individual Land Conversion

A record for each farm or ranch, summarizing land use before and after planning for soil and water conservation; it sets forth the type of planned conversions and shows the ownership of the land.

Record Copy: The copy filed at the Work Unit or Area, either in the Farmer-District Agreement, or separately.

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Included is all related correspondence.

Dispose: Five years after termination  
of Farmer-District Agreement.

- (b) Sample Land Conversion Summaries for each District  
including State Summaries

Record Copy: The copy filed in the Washington  
Office.

Retain: Five years and transfer to  
Federal Records Center.

- (c) SCS-197 and 197a Record of Obligations and Work  
Completed

This is a summary of practices planned and applied  
on individual farms. It is designed for the use of  
the Work Unit in reporting semi-annually the practices  
planned and the amounts accomplished.

Record Copy: The copy filed in the Area or  
Work Unit.

Dispose: Eight years after the calendar  
year in which created (date of  
first authority determines calendar  
year in which created) or three  
years after date of last entry.

Note: These forms have considerable value since they  
constitute a record of the work done on each farm and  
totals for each Work Unit or parts thereof. Although  
disposal may be made of the bulk of these records, it  
is quite possible the National Archives will be inter-  
ested in some sort of a sample or cross section record.

Sub-item 3: Progress Reports

- (a) SCS-195 Work Report formerly Work Record

This form is designed to report the number of farm  
conservation plans prepared, the number of acres  
planned and treated, the major soil and water conser-  
vation practices (on farm and ranch plans) planned  
and applied, and distribution of technician's time,  
and conservation, range, and other types of surveys  
made.



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(b) SCS-195a Work Report on Group Enterprises

This form is designed to report requests received, preliminary reports made, job plan estimates and job plans completed, major soil and water conservation practices planned and completed, technical and other assistance given, and the names of the jobs planned and completed. A separate SCS-195a is prepared for each of the following conservation group enterprises:

Group Drainage  
Group Irrigation  
Group Flood Control  
Special Erosion Control

(c) SCS-195b Work Report on Flood Control

This form is used to report flood control prevention activities in authorized watersheds.

(d) SCS-200 Progress Report on Agricultural Conservation Program Work

This report is prepared for each County where the Soil Conservation Service has accepted technical responsibilities for ACP permanent-type practices. It contains information showing the amounts of practices applied or installed on farms of ACP participants. It also shows the number of requests referred to and serviced by SCS and the number of man hours used by Soil Conservation Service technicians.

Each State Office will prepare State Summaries from the County Reports and forward them to the Washington Office.

Record Copy: The copy filed in the Washington Office. (Includes each District Report, also the State, and National Summaries of both SCS-195 a & b and SCS-200).

Retain

Dispose: All other copies, 15 years after report is prepared or after termination of District, whichever is the shorter period.

(e) SCS-187 Progress Report - Water Conservation and Utilization Projects

This report is by project and contains information on the status of land development (in terms of irrigable

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or non-irrigable, together with the amounts of money spent and also including surveys and some principal practices), development contracts on non-acquired land including plans prepared, contracts let, cost and method of payment, and sales, tenure, and settlement of acquired water conservation and utilization land, including units sold, units ready for sale, leases, temporary permits.

Retain: Five years after termination of Project and transfer to Federal Records Center.

(f) Surveys - - 4

This form contains a record of conservation surveys by periods and survey areas.

Record Copy: The copy filed in the Washington Office.

Retain: Three years and transfer to Federal Records Center.

Sub-item 4: Special Forms used within the State for Records and Reports

(a) Forms designed to collect information regarding progress or achievements, and which are used only for State purposes. They may include such data as time spent in planning and operating, type of activity (irrigation, drainage, flood control, etc.), number of farm plans completed and to be done, work load, equipment use schedule, and nursery production and plantings by species.

(b) Monthly Progress Reports

These will vary slightly by States and in some cases are adaptations of the now obsolete SCS-199 - Monthly Progress Report. They are used normally to report monthly accomplishment, and in some cases, distribution of technical time.

Dispose: All copies - one year after the fiscal year in which created.

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Sub-item 5: Organization of Soil Conservation Districts

- (a) Form 1 and 1a - Information Concerning Soil Conservation Districts created and in process of being created. These are basic records of District organization, within each State.

Retain: All copies

- (b) Form 2792-a, b, c, and d

These forms are designed for reporting status of Districts Organization, inclusion of additional territory, and members of District governing bodies. Forms 2792a and b are related to Form 1 and 1a, in that they supply data for each individual District.

Record Copy: The copy filed in the Washington Office

Retain: Five years and transfer to Federal Records Center.

- (c) District Supervisor's Annual Report

These are prepared by the District Supervisors for the purpose of reporting to the people of the District. Pursuant to the memo of understanding between the Department of Agriculture and each District, a copy of their annual report is provided the Department.

Record Copy: The copy filed in the Washington Office.

Retain

Sub-item 6: Obsolete Forms Used in Reporting Training Activities, Work, and Progress Reports

SCS-30	Training Activities
SCS-31	Training Activities
SCS-67	Individual Monthly Progress Reports
SCS-67a	Individual Semi-Monthly Work Report (Conservation Survey)
SCS-67b	Individual Monthly Work Report (Conservation Survey)
SCS-68	Consolidated Semi-Monthly Work Report
SCS-89	Supplemental Semi-Monthly Progress Report

These forms were used up to about 1940 - 1941. Information on them has been summarized in overall statistical records and is the type of information no longer used or needed. Refinements of procedures and reporting techniques have led to the development of more efficient recording and reporting. For example,



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considerable information collected by the use of some of the above-mentioned forms is now reported on SCS-195.

Dispose: All copies five years after date of creation.

35. Routine Correspondence

This item is concerned with correspondence, only, (letters, memoranda, etc.) or forms which serve in lieu of correspondence.

A. Visits, Itineraries, Travel

Includes arrivals, departures, itineraries, changes in travel plans, reservations, proposed visits, purpose of visits, acknowledgements, letters of introduction, etc.

B. Letters and Follow-Ups on Routine Matters

Includes requests for such information as reason for delay in the submission of a routine report, requesting the mailing of required forms which for one reason or another have not been submitted, reasons for delay in taking routine actions; statements regarding intention to supply material, equipment, photographs, maps, or the reason for the inability to supply the same; letters calling attention to slight errors, as discrepancies in figures, totals, etc., requests for identifying information, as license plate numbers, property numbers, etc.; requests for blank forms; and similar and related material provided any record mentioned above is not necessary to validate or complete a legal record or document or is not a part and parcel of an established case file.

C. Instructions Regarding Use of Manuals, Handbooks, Regulations, Clarifying Instructions

Includes correspondence regarding and containing instructions and information issued pursuant to established rules, regulations and procedures which do not involve a basic interpretation of the same; letters calling attention to errors made as a result of not following manuals, handbooks, or memoranda or letters requesting manuals, handbooks, or memoranda; letters explaining how, why, and when to do things by making reference to detailed existing instructions, etc., provided: such

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records are not an integral part of an established case file.

D. Requests for Publications, Their Distribution

Includes information supplied regarding a publication which may be available; literature which is available; cost or distribution of publications, books and the like; procedure necessary to obtain books, publications, magazines, etc.; citations from publications, requests for additional copies, catalogs, etc., requests to be put on a mailing list; correspondence regarding rough drafts, and related material. Not included in this item are bibliographies, reference indexes, digests, briefs and the like, but correspondence regarding such material is included.

E. Meetings

Includes correspondence re notices of meetings, purpose of meetings, proposed agenda, attendance at meetings, time and place of meetings, program, in short, all correspondence regarding meetings except the minutes. Not included is correspondence which has to do with the development of meetings as a part of program attainment, objectives desired and anticipated, and actual policy laid down by responsible officials regarding the Service's obligations and responsibilities in connection with meetings.

F. Visual Information

Requests for pictures, numbering of photographs, booking of motion pictures, use of lantern slides, display posters, requests for film strip, and related material.

G. Technical Assistance

Correspondence regarding requests for technical assistance at the site of operations. This correspondence is directed to technical specialists, survey supervisors, State Soil Scientists, Area Conservationists or State Conservationists and is concerned only with a request for assistance (it may involve itineraries, travel information, etc.)

Dispose: A - G  
One fiscal year after fiscal year  
in which created.

H. Confirmation of Telegrams

Dispose: Immediately after telegram is  
confirmed.



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## I. Public Information, Education

Includes correspondence regarding news releases, newspaper clippings, other clippings, radio programs, magazine articles, rough drafts of manuscripts, tours, and the like. This does not include the final manuscripts of a publication, the publication, actual clippings from a newspaper or periodical.

Dispose: Five years after fiscal year  
in which created.

## 36. Records and Documents Relating to the Acquisition, Exchange or Other Disposal of Land

These records transferred to Forest Service January 4, 1954.

## 37. General Requests for Information

This will include more than the routine requests for publications, e. g., requests that require some answer in the way of comment, suggestion, which answer may or may not be accompanied by a copy of a publication. Requests of this nature may be domestic or foreign or in-Service and are usually referred to technical specialists for reply.

Record Copy: Where request is filled.

Dispose: Three years.

## 38. Agronomic Records and Documents

These records have to do with the agronomic phase of soil erosion control and sound land use and water conservation. The Washington records are concerned with the establishment of policy and standards, the assembly and dissemination of pertinent information and data, and cooperation with other Agencies, professional organizations, and industrial or manufacturing companies where agronomic activities on the National level are concerned. Field records will be concerned with the maintenance of Service policies and standards, in the application of conservation measures and practices, the collection of data, recommendations regarding operations, procedures, and techniques, and cooperation with local organizations (professional, industrial, civic, etc.)

## Sub-item 1: Technical Guide - Agronomic Portion

This guide is prepared in the District and is used as the outline for the farm planner, the farmer, and rancher to follow in planning and operating the farm or ranch according



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to sound agronomic principles. Copies of the guide may be found in the State headquarters; the working copy is maintained at the basic operating unit.

Record Copy: Working Copy

Retain: Working Copy

Duplicate Record Copy: State Headquarters

Dispose: Duplicate Record Copy, five years

Sub-item 2: Classified General Correspondence

This is correspondence which relates generally to agronomic conservation practices (cover crops, rotations, fertilizers and tests thereon, orchard practices, green manure crops, strip cropping, etc.), drainage and irrigation so far as they affect crops and crop management, insect pests and their control, vegetation and vegetative practices (except trees and shrubs), program and planning, and the like. This correspondence will include requests for information, for suggestions and instructions regarding crops and soils from individuals from outside the Soil Conservation Service both domestic and foreign (the latter for the most part concentrated in Washington).

Record Copy: Washington and State Headquarters

Retain: Record Copy

Dispose: All other copies, five years

Sub-item 3: Reports

Special reports on agronomic practices, techniques and standards.

Record Copy: State Headquarters

Retain: Record Copy

Narrative Technical Reports - prepared for purpose of reporting work progress and accomplishment and the monthly soils laboratory report (record copy of which is in the soils laboratory). These latter reports give information regarding the physical and chemical characteristics of the soils tested.

Record Copy: State Headquarters

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Retain: Record Copy

Dispose: All other copies, five years

Sub-item 4 - Meetings

This will include the minutes only of meetings within the Soil Conservation Service or of outside professional organization meetings in which representatives of the Soil Conservation Service participate.

Record Copy: Office holding meeting or represented at meeting

Retain: Record Copy

39. Forestry Records and Documents

These records have to do with the use of trees and shrubs for soil and water conservation and in establishing sound land use measures and practices. Generally, the Washington records will relate to the establishment of policy and standards, some inspection and examination to insure adherence to these standards, and cooperation with other Government Agencies and outside organizations (professional or commercial, etc.) at the National level. State records have to do with development and application of measures and practices, the maintenance of State policy and standards, the collection of data for use in improving or devising techniques or procedures, and all phases of cooperation at the local level.

Sub-item 1:

Conservation Practices (Woodland Practices)

Field and gully planting, harvest cutting, construction and maintenance of fire breaks, improvement cutting, reinforcement of existing woodlands, prevention of grazing damages, and white pine blister rust control.

Record Copy: Washington and State Headquarters

Retain: Record Copy

Sub-item 2:

Woodland: SCS-540 Woodland Inventory  
SCS-541 Tally Sheet

Records regarding surveys of farm forests and woodlands,

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made for the purpose of gathering basic resource data for use in planning reforestation and harvesting. The tally sheets should be summarized on SCS-540. Included are correspondence, rough field data, and related forms (revised, new or obsolete).

Dispose: SCS-541, Tally Sheets and rough field data, provided summarized, five years

Retain: SCS-540, Inventories; Washington and/or State Headquarters Correspondence.

Sub-item 3:

Planting Stock: Records regarding the requisition and allocation of planting material; reports on quantity planted; summaries of work completed, plant disposition, and correspondence regarding the subject. Included are all data and forms (revised, new or obsolete).

Retain: Correspondence (Washington Headquarters Copies)  
Reports (See Records and Reports)  
Planting Stock Records (Summaries)  
Basic Data (Not summarized)

Dispose: Basic Data (summarized), five years

Sub-item 4:

Reports: SCS-200 (Obsolete), Report of Farm Forestry Activity.

This is the annual report of the Division.

Retain: Washington Copy

Dispose: State Copy, ten years

Narrative Monthly Report of Forestry Specialist (Activity Report). This report is submitted to the State Headquarters.

Dispose: Five years

Note: Included in this item are the now obsolete Farm Forestry Forms FF2, 3, 4, and 8 and related correspondence.



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Sub-item 5:

Meetings

Soil Conservation Service meetings as well as those of professional organizations, provided we participate.

Retain: Minutes only (not published)

Dispose: When published

Sub-item 6:

Woodland Enterprises Survey

SCS-543 Woodland Enterprises Survey

These records are created in conjunction with the planning of District Programs.

Retain: All Copies

Sub-item 7:

Windbreaks (Formerly Forest Service Shelterbelt Project)

This activity was transferred to the Soil Conservation Service about 1942. The administrative records which were transferred with it are the same general type of housekeeping record which is described in other sections of this schedule. They may be disposed of in accordance with the authority granted in this schedule. The technical records regarding the windbreaks transferred to the Service by the Forest Service will include special studies on the planting of trees to control wind erosion; records relating to the plantings made on various farms; and in many instances, card record files such as Form 201 - PSFP, Record of Individual Plantings. This type of card record will contain such information as location of farm, name of farmer, extent and type of planting, number of trees planted, and name of diagrams showing the actual relative planting. The arrangement of this card record will vary but normally will be set up by State, County, and Plot.

Retain: Technical Records

Sub-item 8:

Woodland Cruise Data Survey

These records are created as a result of field inspections of woodlands. They are made for the purpose of ascertaining

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the density and type of stand.

Retain: (Unless summarized, in which event  
destroy)

Retain: Summaries

40. Personnel Management Records (See Items 29 and 30 for Safety  
and Training)

Sub-item 1:

Personnel Classification Records

These records have to do with the classification of personnel  
in their working positions, the preparation of job sheets,  
the investigation of official duties for the purpose of pre-  
paring job sheets, and the preparation and maintenance of  
organization charts.

A. Classification Sheets - Job Descriptions - Position  
Descriptions

These are functional descriptions of each allocated job  
in the Service.

Record Copy: Washington Office (For Washington Personnel)  
State Office (For Field Personnel)

Retain: One copy of position descriptions pertain-  
ing to positions abolished after September  
1, 1950, and descriptions superseded after  
that date.

Dispose: All copies descriptions superseded or  
positions abolished prior to September  
1, 1950.

B. Organization Charts

These are diagrams which reflect the organization of the  
Soil Conservation Service, both in Washington and the  
field.

Record Copy: Washington

Retain: Record Copy

C. Questionnaires

These are issued and processed by the Washington headquarters

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and serve the purpose of obtaining information regarding both organization and job descriptions.

Record Copy: Washington and State Headquarters

Dispose: Two years after the fiscal year  
in which created.

D. Chart Changes

These are notices received in the Washington Headquarters advising of changes in organization charts.

Record Copy: Washington

Dispose: All copies one fiscal year  
after received.

Sub-item 2:

Classified General Correspondence

This will have to do with the general operation of the Division of Personnel Management. It will include discussions of such matters as leave, employment, laws relating to employment, tenure, retirement, efficiency ratings, methods and techniques of personnel management, employee relations, training, standards, classifications, etc. It will also include major policy and procedure, development of decisions, program, and methods of implementing them.

The Washington records are considered the official record copy; the State headquarters records are considered duplicate record copies.

Some of the major subjective groups are listed below:

1. Policy and Procedure
2. Leave
3. Laws, their interpretation and application (e.g., Mead-Ramspeck Act)
4. Conferences. This will include meetings of Service Personnel Officers, departmental meetings, inter-departmental meetings and outside meetings and conferences.
5. Employment



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6. Defense (National)

Includes correspondence on deferment, demobilization lists, veterans rights, etc.

7. General

Includes correspondence on such subjects as evidence of birth, detail of personnel, exit interviews, recruitment, reduction in force, utilization of personnel, etc.

8. Efficiency Ratings (General)

This includes correspondence only.

9. Letter of Authority Employment

10. Forms

This includes correspondence regarding forms.

11. Directories

This includes correspondence regarding the preparation and distribution of directories and may include copies of directories.

Retain: Record Copy

State correspondence files which, as noted above, are considered duplicate record copy and should be retained for five years.

Sub-item 3:

Reports

These are reports prepared by or for the Division of Personnel Management. They cover a variety of subjects and quite frequently are prepared in response to inquiries from higher administrative levels and legislative committees. Some of the reports are periodic and others are special reports. All of them have considerable administrative reference value. Examples of the wide variety of reports are given below:

Analysis of Turnover, USDA  
Apportionment of Appointments  
Annual Divisional Report  
Annual Planning Report (SCS)  
Budget Bureau Ceilings

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Budget Reports (Personnel Requirements)  
Comparative Employment Figures  
Report of Employees by States  
Report of Employees by Years  
Cost of Personnel Work  
Various Reports for Congress

Retain: Record Copy

Dispose: Duplicate Record Copy,  
five years.

Form 3257 Employment Report

Retain: All Copies

Sub-item 4:

Monthly Journal

This is a record of personnel actions for each month. The journal is composed of copies of the personnel fanfold (AD-126, now SF-50) arranged in numerical order (the numbers being assigned as the actions are issued). The journal is maintained for use by the Department, the Civil Service Commission and the General Accounting Office in their audits and examinations. In addition to the journal maintained by the Washington Headquarters for personnel attached to or responsible to Washington, each State maintains a journal for State personnel.

Retain: Record and Duplicate Record Copies  
2 years, then dispose at discretion  
of State Office. See Federal Person-  
nel Manual R1, Records and Reports;  
also General Records Schedule No. 1,  
Items 1 and 15.

Sub-item 5:

Standards of Performance

Record Copy: Document filed in individual's official  
personnel folder showing performance  
rating given employee becomes the permanent  
record.

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Sub-item 6:

Civil Service Registers - Certifications - Requests

Form 1844 Certificate for Employment

Dispose: All copies one year after  
calendar year in which  
issued.

The periodic disposal of the records described below under Sub-items 7 through 14 inclusive, is impractical because they are found in the Personnel Case History folder. The records should be disposed of along with the other records of temporary value, which are listed under Sub-item 15, below:

Sub-item 7:

Unsuccessful applications for employment and all supporting papers and correspondence relating thereto, EXCLUDING records relating to appointments requiring Senatorial confirmation and other appointments involving Presidential attention.

Dispose: All copies one fiscal year  
after fiscal year in which  
created.

Sub-item 8:

Letters and telegrams offering appointments

Dispose: All copies six months after  
creation.

Sub-item 9:

Welcoming Letters

Dispose: All copies three months  
after creation.

Sub-item 10:

Letters of Introduction

Dispose: All copies three months after  
creation.

Sub-item 11:

Forms, memoranda, or other documents that request the assignment of personnel not specifically named or not at the time



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of submission employed by the Agency and that have been withdrawn, disapproved, or not acted on.

Dispose: All copies one fiscal year after fiscal year in which created.

Sub-item 12:

Statistical work sheets on interviews, separations, and other personnel actions.

Dispose: All copies one fiscal year after fiscal year in which created.

Sub-item 13:

Lists of names for and papers relating to changes in employees and telephone directories.

Dispose: All copies six months after creation.

Sub-item 14:

All personal debt correspondence

Dispose: All copies five fiscal years after fiscal year in which created.

Sub-item 15:

Other temporary records in the official personnel folders which are to be retained until the separation of the employee from the Soil Conservation Service; (authority for this disposal is found in the National Archives General Disposal Schedule and the Federal Register for February 25, 1947: 1336):

Request for Personnel Action (except where used as the official appointing document or contains the employee's resignation)

Requests for authority and Commission's approval

Required records for employment of minors

Letters of Release

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Letters of reference and responses to inquiries

Conduct Reports for Pay Increase (Periodic)

Advance Notices of personnel actions for such actions as demotion, pay increase, furlough, reduction in force, termination of appointment, etc.

Notices of proposed retirement

All personal debt correspondence

Deferment and draft correspondence

Miscellaneous correspondence

Application for reemployment (after military service or war transfer leave without pay)

Bureau of Employees' Compensation Forms, except Form C.A. 1.

Sub-item 16:

Employee Suggestions

Includes Case files on suggestions made by employees to improve practices and procedures used by the Service.

Record Copy: Washington Office.

Dispose: Record copy five years after  
close of file. Duplicate copies,  
two years after close of file.

#### 41. Public Information and Education Records

Sub-item 1:

General Information and Education Records

These records have to do with the overall administration of the Education and Information Program. They will reflect, for example, decision with respect to policy, planning, procedures, type of program, extent of program, budgetary limitations, approval of techniques and the like. The following categories are typical of the subjects to be found.

- a. Correspondence with the State Conservationists on such subjects as planning a cooperative educational program with schools and colleges, policy with respect to the preparation and use of motion pictures, the type of visual

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information to be utilized, information service rendered to Districts, surveys and planning to be made in order to collect data for use in speeches and articles.

Record Copy: Washington

Retain: Record Copy

All Other Copies: One year

- b. Correspondence with public and private organizations - includes correspondence to and from such organizations as private societies (both professional and educational), radio broadcasting companies, magazines, newspapers, farm equipment companies, motion picture producers, on such subjects as verification of information in articles to be published, factual information for use in scripts, supplying statistics and data for use by commentators and analysts, participation in contests.

Record Copy: Washington

Retain: Record Copy

All Other Copies: One year

- c. Speeches - includes copies of speeches written for the Administrator of the Service and correspondence thereon.

Record Copy: Washington

Retain: Record Copy

All other copies, one year.

- d. General administrative direction of the Division, as assignments, budget, organization.

Record Copy: Washington

Dispose: Three fiscal years after fiscal year in which created.

Sub-item 2:

Records of Educational Activities

These records relate to educational material prepared and used to further soil and water conservation and sound land use objectives. This material is distributed both to Government employees and the public at large. Emphasis is



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placed on the preparation of material for use by farmers, Soil Conservation Districts, and all types of educational institutions.

a. Classified General Correspondence

Includes such subjects as cooperation with schools, types of material needed by schools, study outlines, preparation of new and desirable material, book reference lists, exhibits (their use and preparation), planning and directing such events as field days, tours, etc., the participation of Soil Conservation Service in such events as fairs, exhibitions, etc., publications (their preparation, distribution, etc.), relationships with commercial organizations as publishers, agricultural equipment companies, and the like. Some of this material is broken down into semi-specialized case files; these are described in detail below. This item excludes such case material unless otherwise specified.

Record Copy: Washington and State Headquarters

Dispose: Five fiscal years after fiscal year in which created.

b. Exchange of Information with Foreign Countries

Correspondence: Requests for information regarding the Service and its program; requests for publications

Record Copy: Washington

Dispose: Five years after fiscal year in which created

Note: Case records created to reflect a special activity carried on with a foreign country and which go beyond the purview of simple or routine requests for information and the like, should be retained.

c. Annual Reports

These records include the annual reports of each organizational division of the Service. These reports serve as source material for the annual report of the Service. The file includes the manuscript copy of this report as well as printed copies.

Record Copy: Washington Headquarters

Duplicate Record Copy: Administrator's File (Washington)

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Retain: Record and Duplicate Record Copies.

Dispose: State and all other copies and source material, five years.

d. Speeches

Written copies of speeches prepared for staff members of the Service. Does not include processed handouts.

Record Copy: Where prepared (Washington and State)

Retain: Record Copy

e. Exhibits, Tours, Field Days

This item does not include the correspondence which is covered by "a" above. It does include the actual exhibit, program, tour plan, etc.

Record Copy: Where prepared and used.

Dispose: Six months after exhibit has been used.

f. Educational Institutions

Reference Lists and Outlines of Study. This includes correspondence and a copy of the actual list or outline. It does not include stock supplies of such material. These lists and outlines are prepared for the use of public and private schools of all levels.

Record Copy: Washington and State Headquarters.

Dispose: After five years

g. Commercial Organizations

Certain companies have shown a special interest in cooperating with Soil Conservation Service. The records covered herein do not differ subjectively from those mentioned in "a" above, but are organized separately on account of their volume and activity.

Record Copy: Point of Origin

Dispose: Five fiscal years after fiscal year in which created.

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h. Publications and Publishing Houses

Correspondence regarding articles for publication, subscriptions, printing, etc.

Record Copy: Point of Origin

Dispose: Five fiscal years after fiscal year in which created.

i. Farmer Opinion Survey

Correspondence and survey data on farmers' opinions, particularly with reference to soil and water conservation; suggestions, comments, along with summaries and analysis.

Record Copy: Washington and State Headquarters

Retain: Record Copies

j. Cooperation with Religious Organizations

Correspondence and data on educational programs conducted jointly with churches.

Record Copy: Washington and State

Dispose: Three years

Sub-item 3:

Publications

These records relate to the review, editing, and clearance of publications and articles. They include manuscripts, galley and page proof, art work, and correspondence regarding the publication.

a. Outside Articles

These are manuscripts of articles concerning or relating to soil and water conservation and sound land use, written by Soil Conservation Service personnel or cleared through Soil Conservation Service for comment and published by concerns or organizations outside of the Government. The files are organized by the names of the authors. A cross reference file by title is maintained. Included with each article will be a small amount of pertinent correspondence.

Record Copy: Washington



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Retain: Record Copy

b. Official Publications

These are the manuscripts of bulletins, pamphlets, leaflets, etc., which are written by Soil Conservation Service personnel and published as official Government publications. The file, in addition to the manuscripts, is composed of page and galley proof, art work, and correspondence relating to the publication and is organized by name of author.

Record Copy: Washington

Dispose: Two years after publication.

c. Unpublished Manuscripts

A file by authors of manuscripts which for one reason or another have not as yet been published - includes relevant correspondence.

Record Copy: Washington

Retain: Record Copy

d. General Correspondence

Correspondence regarding the preparation and publication of articles and official publications, how and when to submit, corrections, revisions, art work needed, proposed distribution, and the like.

Dispose: All copies five years

Sub-item 4:

Printing and Distributing

a. SCS-45, Authorization to Purchase Publication

Record Copy: Washington

Dispose: One fiscal year after fiscal year in which created.

b. SCS-37, Field Request for Publications (From Soil Conservation Stocks)

Dispose: All copies six months after issue.

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c. General Classified Correspondence

Includes material relating to the distribution and acquisition of publications, printing and binding, duplicating, and related material.

Dispose: All copies, five years after  
fiscal year in which created.

Sub-item 5:

The Soil Conservation Service Magazine Soil Conservation

These records relate to operations and procedures incident to the publication of the magazine. Several categories of records may be distinguished.

a. Issue Records (The Issue File)

This file contains the author's original manuscripts of the articles appearing in the magazine together with editor's changes, printer's copy with specifications, galley and page proofs, dummy copy, and copy of magazine as issued.

Record Copy: Washington

Dispose: One year after date of  
publication.

b. Photographic File

A file of photographs used for illustrations in the magazine, with identifying numbers.

Record Copy: Washington

Retain: Record Copy

c. General Classified Correspondence

This includes letters to and from readers and contributors to the magazine, State correspondence regarding type of material needed for magazine, circulation and distribution, deadlines, instructions, memoranda, informational material from other sections and divisions, and the like.

Record Copy: Washington

Dispose: Three fiscal years after fiscal year  
in which created.

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Duplicate Record Copies: One year.

## d. The Magazine

A complete file composed of a copy of each issue of the magazine Soil Conservation is maintained. This collection begins with the year 1935 and extends to the present.

Record Copy: Washington

Retain: Record Copy

## Sub-item 6:

## Visual Information

These records pertain to the preparation, use, and distribution of visual material such as photographs, slides, and includes the master files of photographic negatives, developed prints, and slides.

## a. Still Photographs

This file is composed of negatives, prints, and slides. Included are kodachromes, both transparencies and developed prints. The pictures cover the general subject of soil and water conservation and sound land use. The negatives are filed numerically; the pictures (prints) subjectively and cross-referenced to the negatives.

Record Copy: Photographs and/or negatives are reviewed by visual information specialists, both in Washington and field headquarters, to determine which pictures from a quality, composition, program relationship and subjective significance standpoint, are suitable and useable in developing the basic objectives of the Soil Conservation Service. Photographs so selected are appropriately indexed and filed as above mentioned. Rejected photographs, technically imperfect negatives or photographs (stained negatives, bad focus, poor light, etc.), and subject duplicates are considered in the nature of production waste and of non-record value.

Retain: Record Copy

Dispose: All non-record or production waste copies, immediately.



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b. General Correspondence

The correspondence relates to such matters as request for photographs, transmission of negatives and pictures, discussion of photographic techniques; information and instructions concerning proposed photographic activity, scenes and subjects desired, discussions regarding scripts (but not the scripts), legends, and correspondence concerning work done or to be done by outside concerns.

Dispose: All copies three years after the fiscal year in which created.

c. SCS-189, Photographic Notebook

Dispose: After information has been transcribed to back of photograph.

d. SCS-51, Photo Negative Report

Dispose: When negative is destroyed.

e. SCS-29, Photo Request from Field

Dispose: One fiscal year.

Sub-item 7:

Current and Historical Information Records

These are records created for and in the process of informing the public of the Soil Conservation Service's action program for soil and water conservation and sound land use. The information may be based on the relationship between the Soil Conservation Service and the soil conservation Districts; objectives; programs and changes therein; technical operations; research program and conclusions; problems encountered; attack of problems and the solutions; recommendations; accomplishments; progress; etc. The dissemination of information is accomplished through magazines, newspapers, radio, television and speeches. Informational material may be prepared by SCS or non-SCS personnel.

Record Copy: The manuscript or clipping, whichever is more complete, located at the Washington or State Office level.

Dispose: Record copy of magazine articles, 2 years.  
Record copy of radio scripts, 2 years.  
Record copy of press releases and newspaper clippings, 5 years.

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Dispose: Press releases intended solely for local distribution and which serve as reminders for seasonal soil and water conservation and sound land use activities, such as plowing, seed-bed preparation, terrace maintenance, planting, harvesting, crop residue management, etc., one year after the close of the fiscal year in which created at the point of origin. Informational copies sent to other levels of administration to be disposed of after being read.

a. Reference File

This file will contain source and reference material for writers and authors. The material will be of a varied nature and of a long-time reference value. It will serve as a partial documentation of the Soil Conservation Service; its development; objectives; programs and changes therein; technical operations; research programs, their development and negative or positive conclusions; results achieved from the application of principles; accomplishments; progress; relations with soil conservation Districts and the public; etc. The files are organized on a subjective, chronological or location basis.

Dispose: Duplicate material or that which has been combined with other material to provide cumulative data.

b. Classified General Correspondence

This will include correspondence with individuals in and out of the Service. It covers a very broad area of subject matter and contains some material which has a short term reference value.

- (1) Routine requests for publications, transmittals, letters of inquiry, acknowledgments, loan of books, etc.

Dispose: All Copies, one year.

- (2) Cooperation with outside agencies

Dispose: All Copies, three years.

- (3) Material for USDA year books, published survey reports and the like; correspondence on information program, policy and procedure but not including basic directives and instructions.



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Dispose: All Copies, five years.

- (4) Special reports, disaster, and program evaluation studies.

Record Copy: Washington and State

Retain: Record Copy

All other Copies: One year.

Sub-item 8:

#### Soil Conservation District Press Releases

These are press releases issued by the District governing body (the District Board of Supervisors) to local newspapers. Copies are usually supplied to Soil Conservation Service - to the Area Conservationist and the State Headquarters - for informational purposes. Selected releases may be used later by the Service in connection with official documents.

Record Copy: Area Headquarters

Dispose: Three years, provided the releases are not used as a basis for official Soil Conservation Service documents.

#### 42. Engineering Records and Documents

The Division of Engineering is concerned with engineering operations as they relate to soil and water conservation and sound land use practices and measures. Such operations include the construction of terraces and terrace outlets, drainage channels, erosion control structures such as dams and ponds, irrigation work, etc., involve the establishment of basic policies and procedures, and creation of technical standards, and compilation and assembly of pertinent data along with the development and dissemination of useable technical information. The Division prepares and distributes technical reports, engages in training activities and conducts inspections of engineering operations and construction to insure compliance with standards.

The Washington Headquarters is concerned primarily with the formulation of basic policy and procedures, the establishment of technical standards, the assembly and dissemination of technical data along with interpretative comments, the direction of training activities and inspection for the purpose of insuring compliance with technical standards and procedures and policies.



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The State headquarters is concerned with the application of the National policies, the operating phases of engineering functions, such as design specifications, construction, the maintenance of established standards, the collection of data and the initiation of plans and recommendations.

Sub-item 1:

Field Notebooks

A. Farm Planning Notebooks

These are prepared by the farm planner or specialist while developing the farm or ranch soil and water conservation plan. They are normally concerned with small structures or construction and represent relatively minor operations from the Engineering point of view.

Record Copy: Where prepared.

Dispose: Five years after creation

B. All other Field Engineering Notebooks

These notebooks will usually reflect larger and/or more extensive operations. This item includes engineering field notes regarding such basic information as elevations, permanent bench marks, important open drain systems, all tile systems, important irrigation systems and all group enterprises.

Record Copy: Where prepared.

Retain: Record Copy

Sub-item 2:

Group Enterprise Projects

These are records concerning engineering operations conducted in cooperation with Group Enterprises (a group of landowners who organize formally or informally to solve a water control problem). Normally, they are arranged on a semi-case file basis and are organized geographically by the name of the project.

A. Records covering agreements, specifications, reports, and operations plans (as design sheets, design calculation, diagrams, blue prints, cost distribution, progress reports, summary regarding cost data and general engineering data).

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Record Copy: State Headquarters or Area, if procedures do not require State Headquarters clearance.

Retain: Record Copy

Duplicate Record Copies: One Year

B. Computation and Partial Payment

Forms used by field engineers to check on engineering jobs done by contract; these forms are passed along to the group making the contract. No record copies in Soil Conservation Service.

Sub-item 3:

Engineering Technical Data and Report File

These files are organized subjectively by major phases of the Engineering Operating Program. The secondary divisions include location breakdowns, as well as secondary subjective breakdowns. The major subjects will include: Conservation data and practices, drainage, general engineering data, equipment, flood control, irrigation and land utilization. The secondary subjects will include such items as accomplishment reports, cost data, technical relations with other agencies, detailed conservation practices, work in Districts, methods and techniques, specifications, standards, inspection reports, pertinent literature, legislation as it specifically relates to Engineering Operations, structures (their design, constructions, use, capabilities, etc.), plans and reports covering specific group enterprises, and the like.

Record Copy: Washington and State Headquarters

Retain: Record Copy

Duplicate Record Copies: One Year

Sub-item 4:

Design Check Sheet

Form used to obtain supplemental information on a job proposed or in progress. Information once obtained, is transferred to the basic and permanent design sheets.

Dispose: After information is transferred to the permanent record.

Retain: Permanent design sheets

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## Sub-item 5:

## Special Reports

These records are related to Engineering operation for which special reports have been prepared and which specifically do not come within the purview of the Engineering technical data and report file (sub-item 3 above). For example: Report on Flood Control; a report on Wheeler-Case; a report on blasting activity with the end in view of revealing such factors as explosive efficiency and cost data; a report on well drilling revealing such factors as bit efficiency, casing standards, etc.

Record Copy: Washington and State Headquarters

Retain: Record Copy

## Sub-item 6:

## Classified General Correspondence

The classified general correspondence files contain records which do not logically find their way into specific projects or specific technical data files. These files are less important than the specialized files. They will include many of the subjects found in the specialized files, but will treat them on a broad and general basis. Examples of the subjects which may be found are:

Policy and Procedure - correspondence pertaining to  
Engineering Practices (Construction, Conservation)

Farm Ponds  
Stone Wall Removal  
Stream Bank Erosion Control  
Drainage  
Land Leveling  
Field Trip Reports  
Irrigation  
Dams  
Sanitation, Water Supply  
Terraces, Terrace Outlets  
Roadside Erosion, Culverts (Highway Protection Work)  
Contours  
Flood Control Structure  
Wells, and Testing of  
Diversion Ditches

Engineering Practices, General Agricultural - These will include records covering a variety of subjects which do not



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specifically tie into the subjective categories mentioned above, but which arise as a result of experiment and research (within or out of the Service), inquiries from farmers, etc. Among the examples of such subjects will be found records relating to flumes, their construction and use; welding and welding materials; use of pipe; design and construction of pumps, requests for bulletins, etc.

Record Copy: Washington and State

Dispose: All Copies, five years

Sub-item 7:

Meetings

This includes records generated as a result of both in-Service and outside meetings. Example of the latter would be a meeting of the American Society of Agricultural Engineers.

Record Copy: Office holding or represented at meeting.

Dispose: All records except minutes, five years.

Retain: Minutes of Meetings

43. Auditor's Reports - Inspections Reports - and other types of Administrative Examinations

These are reports of office inspections made for the purpose of determining whether prescribed administrative procedures are being followed, the general efficiency of office administrative operations, and of the adequacy and accuracy of the records maintained (as property cards, fiscal records, etc.). Included is correspondence regarding the reports.

Record Copy: Office making inspection.

Dispose: Five years after fiscal year in which created.

44. Records Management Records and Documents

These relate to the control, classification, filing, loan, microfilming, and eventual disposition of the records received or originated by the Soil Conservation Service. They will include correspondence regarding filing techniques, methods and procedures, disposal schedules, retirement and transfer of records, archival records, use and management of a records depository, preparation of indexes, catalogs, handbooks, etc.,

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use of forms, and the like. Excluded are such documents as the operating disposal schedule, retirement or transfer schedules, operating manuals, indexes and catalogs, precedent files and their relative indexes.

Record Copy: Washington and State

Dispose: Five years

45. Communications Records

These are the records regarding the operation and maintenance of communications systems, the preparation of pertinent procedures, receipt and delivery records, and related material.

Sub-item 1:

Cost Records

Data and compilations regarding cost of operation, postage expenditures, telegraphic expenditures, telegraph costs, studies and analysis for the purpose of comparing systems on a cost basis, and the like. Includes forms and correspondence.

Record Copy: Washington and State Headquarters.

Dispose: Five years.

Sub-item 2:

Communications Studies

Charts, graphs, analyses, reports, regarding the efficiency of operation, the testing of schedules, relative merit of different systems, investigations made to determine weak points, recommendations for change (including recommendations to other Government Agencies, as the Post Office Department), and related material. Includes correspondence.

Record Copy: Washington and State Headquarters

Dispose: Five years.

Sub-item 3:

Radio

Includes correspondence, reports and data on installation and operation of short-wave radio, assignment of frequencies

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and call letters, procedures and techniques, application for use of radio.

Record Copy: Washington

Dispose: Ten years.

Sub-item 4:

Record of Receipt and Routing of Incoming Mail

This will include forms used, production reports and compilations therefrom, and related correspondence. It does not include registered, insured, or parcel post.

Dispose: All copies, six months.

Sub-item 5:

Record of incoming and outgoing registered, insured, special delivery, parcel post, express, telegrams, radiograms, insured and registered receipts, return receipts, Post Office Forms 3877a, 3881a, 3882A (or their equivalent) and related correspondence.

Dispose: All Copies, two years.

Sub-item 6:

Report of loss, rifling, delay, wrong delivery, or the improper treatment of mail matter, Post Office Form 1510 or equivalent.

Dispose: All copies, one year.

Sub-item 7:

Record of remittances - checks, cash, money orders, etc., received in the mail room.

Dispose: All copies one fiscal year after the fiscal year in which created.

46. Bills of Sale

Received from manufacturer when the Government purchases automotive equipment.

Record Copy: Where vehicle is located.

Dispose: When vehicle is disposed of.



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47. Meetings of District Supervisors

These meetings which are held periodically by the supervisors, have no official connection with the Soil Conservation Service. The supervisors are elected officials serving Soil Conservation Districts which operate under State laws. Copies of the minutes of the meetings are supplied officials of the Soil Conservation Service for informational purposes.

Record Copy: Area Headquarters

Duplicate Record Copy: Work Unit, State Headquarters

Dispose: Record Copy, three years.

Duplicate Record Copy, three months.

48. Field Memoranda

A complete set of Washington Field Memoranda (both obsolete and current) is maintained in the Washington Office. State and field offices should maintain only current series. As they become obsolete they should be destroyed immediately.

All issues (both obsolete and current) of State Field Memoranda should be maintained in the State Office. For convenience, the current series may be kept separate from the record series. The latter must contain both current and obsolete. See Item 28, Sub-item 6 for Technical Guides.

49. Research Activities within Bureau

Research Activities, Records, Land and Installations have been transferred to the Agriculture Administration. Therefore, no record disposition is listed. This space is reserved for disposition of future records that may accrue through cooperation with the Agriculture Research Service and Soil Conservation Service Research Liaison offices.

Any requests received on disposition of old Research material should be forwarded to the Washington Records Officer.

50. Water Conservation Division Records

This includes records on use of water, water rights, water requirements; watershed surveys to determine methods and feasibility of developing water conservation practices, plans and programs; up-stream and down-stream erosion control and water disposal, including control of flood waters and the prevention of damage. Includes records on flood prevention program and river basin investigations assigned to Soil Conservation Service.

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A. Monthly Progress Reports

These reports cover the progress of the survey activity in each watershed during the month. Resume of contacts made, inspections, schedule of meetings, major problems which have developed, and program estimates and evaluations.

Record Copy: State Office

Retain

Duplicate Record Copies - Area Office

Retain

B. Special and Annual Land Damage Reports

When unusually severe land damage occurs, Area Conservationist makes an immediate investigation and prepares a complete report on each specific event. In addition to the special reports on disasters, each Area Conservationist prepares an annual summary (information taken from special reports) covering all land damage which has occurred in his entire area during the year. Special and annual reports consist of a map delineating area affected by the various kinds and degrees of land damage, a table showing estimated quantity of each type of damage and a brief narrative description of the conditions causing the damage. The special and annual reports are used to build an inventory of storm damages, their location, regularity of occurrence, causes, degree of severity and are also assembled for use in preparation of local news stories. Summaries of the annual land damage reports are included in the State Conservationist's Annual Report.

Record Copy: State Office

Retain

Duplicate Record Copies - Area Offices

Retain

C. Status of Flood Prevention Watershed Investigations

A report transmitted monthly from the Water Conservation Division in Washington, D. C. These reports summarize the monthly progress reports (a) received from all States and also gives the status of watershed investigations previously completed and submitted.



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Retain

Retain: State Office Copy - five years.

D. Outside Relations (Not Specific Authorized SCS Flood Control Projects).

Includes correspondence and reports which have originated as a result of SCS cooperation with other governmental agencies including State, Federal and local organized groups in carrying out a watershed and flood control program. The reports cover contacts and correlation of watershed investigations, meetings, hearings, legislation and technical data supplied organizations upon request, or an exchange of information with agencies on watershed problems, review of watershed and flood control reports and recommendations made regarding changes and improvements. The records and reports dealing with large drainage areas or specific watersheds and streams are organized into watershed files and used as working or reference material.

Record Copy: State Office

Retain: When no longer needed by Soil Conservation Service, transfer to Federal Records Center for possible transfer to National Archives.

E. Districts (Not Specific Authorized SCS Flood Control Projects)

These records cover the operation and conduct of the watershed and flood prevention program with soil conservation and flood control Districts. Include cooperation, requests for assistance, memoranda of understanding between flood control Districts and the Soil Conservation Service, legislation and organization of water control Districts, details of operation, meetings and conferences with District Directors on local water problems.

Record Copy: - Washington and State Office

Retain

Duplicate Record Copy - Area Offices

Retain: Until termination of cooperation with Districts.



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## 51. Flood Control

The Secretary of Agriculture is authorized by Congress to make preliminary examinations and surveys for flood control in specific watersheds. Responsibility for specific watershed investigations is assigned to the Soil Conservation Service. The Forest Service and the Soil Conservation Service work together in the collection of data to be used in the preparation of watershed reports.

The following records are organized and arranged on a case file basis along with legislation covering projects, cooperative agreements, memorandum of understanding, minutes of meetings, appropriations and allotment of funds, trip reports and investigations and related correspondence from outside individuals or other State and Federal agencies.

## A. Preliminary Examination Reports

The preliminary examination is made for the purpose of determining if the prospect for a justified program for waterflow retardation and soil erosion prevention are sufficient to warrant the undertaking of a survey. It is usually of a reconnaissance nature. Available data is supplemented with data ordinarily obtained from a brief field examination, discussion with farmers and other interested parties. To a large degree the recommendations are based on judgment of qualified technicians.

## B. Survey Reports

If the preliminary examination recommends a survey be made, a detailed report is prepared for the purpose of determining in general the type of program and the relationship of the cost of installation to the benefits to be derived. These reports provide the needed basic information for action on control of floods and damages resulting from runoff, erosion and sedimentation. It contains technical studies and investigations on watersheds including economic development, use and condition of watershed lands, flood water and sediment problems and recommendations for program for conservation and flood control.

## C. Operation and Work Plan

When the survey report has been approved and authorized and funds appropriated by Congress, a flood prevention work plan is prepared. These plans serve as a guide for the "blue print and operations" stage of the program. It indicates what the watershed treatment measures consist of and where they are to be installed or carried out. They provide facts

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and characteristics on water problems and plans for abatement of flood damages for use in planning and coordinating flood prevention. Copies of these plans are sent to Washington on or before budget requests are made for the operations indicated by the plan. Each year, budget estimates with supporting narrative justification for work to be done, based on the flood prevention work plans are transmitted to Washington. As funds are appropriated the operation and work plan is carried out.

Record Copy - Washington Office

Retain: To Archives when Project is completed or no longer active.

Duplicate Record Copy: State Office - Authorized State Projects

Retain: To Federal Records Center when Project is completed or when no longer active.

Note: Reference material obtained from other States - Dispose of at discretion of State. The above retention periods include A - B and C under Item 51.

D. Working Papers

Work sheets, research and lengthy technical data used in compiling reports are located in the State and Area or Survey Office undertaking the survey. They are not in sufficient detail in the completed mimeographed or Congressional printed copies of the report to be of value, and therefore should be retained at least until the operation phase of the work program is completed. Records below the State level should be sent into the State Office for careful survey and much of the material will be integrated into State records. There will be a large volume of this material that will be of little value once the project is completed; however, as long as the project is active it should retain these records including copies of the contracts. Some of these projects may be active or inactive over a period of years depending upon action by Congress and the appropriation of funds. This makes it difficult to specify any definite time limit in determining disposition.

Record Copy: State Office

Retain: Until Project completed.



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## 52. Technical Data (Water)

Includes correspondence and records created which are not a part of an individual or specialized project. They are organized by major phases of the Water Conservation Program and include:

## A. Economic

Records and reports on standards and methods used in flood surveys, evaluating flood control benefits, methods of determining loss from land damages, benefit cost practices, benefits from reduction of sediment in reservoirs, economic results of soil and water conservation studies and the economic justification of watershed projects.

## B. Hydrologic

Observations, runoff records, relationship between snow pack and peak stream flow, precipitation intensity, ground water, geologic reports, water supply forecasts, water stage recorder reports, runoff key gaging records, seasonal runoff and peak discharges of streams. Reports, work plans, programs, and operations on the use, control, and disposal of ground water.

## C. Research

Moisture studies relating to water conservation, relationship between research on snow surveys, recommendations for obtaining greater utility of snow surveys to operations of Soil Conservation Districts, relationship of snow surveys to annual water resources and snow survey forecasts.

## D. Sedimentation

Surveys in reservoirs, sedimentation flood damage reports and investigations, and records on silting of lakes and streams. Reports and publications on sedimentation.

Record Copy: Washington and State Offices

Retain

## 53. Federal Inter-Agency River Basin Committee

In an effort to provide a means through which representatives of participating Federal agencies could effectively interchange information and coordinate their activities among themselves, a Federal Inter-Agency River Basin Committee was organized in



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Washington, D. C. in 1943 by the Department of War, Department of Agriculture, Federal Power Commission, and the Department of the Interior. Original agreement was known as the Quadripartite Agreement. Several other Federal Agencies have joined the committee since its organization, including the Department of Health, Education and Welfare, and the Department of Commerce.

Type of records created will be Minutes of Meetings, agenda, policies and procedures and studies made on problems submitted by member agencies for approval by the committee; also reports and minutes of meetings forwarded by inter-Agency River Basin Committees.

Record Copy: Washington, D. C.

Retain: Indefinitely

Dispose: Duplicate Copies at discretion of Agency.

A. Inter-Agency River Basin

Since the organization of the FIARBC, a number of Inter-Agency River Basin Committees have been organized for specific basins throughout the United States.

The purpose of these committees is to implement the policies and purposes of the FIARBC by providing a means through which field representatives of the participating Federal Agencies may coordinate their activities with those of the States in the investigation and preparation of reports covering the water resources and related land resources of the basins.

Records in general will consist of reports and minutes of meetings held by the committee, subcommittee or task force members. There may be included problems and needs of the basin such as the efficient development, utilization and conservation of land and water resources.

Record Copy: Washington and State Offices

Retain: Washington copy for transfer to National Archives.

Dispose: Other duplicate copies at discretion of State.



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Combination File Outline Designed for Use at Area and Work Units. Additional Copies are available from the Washington Office:

ACCIDENTS (ACD)

Accidents to federal personnel, damages claims, vehicles, both private and government-owned, accident prevention and appointment of investigating officers. Classify and file correspondence, forms, narrative reports, witness statements, police reports pertaining to specific accidents either in separate folders showing date and location on each folder, or file in one or more folders depending upon volume. Staple all related material together in chronological order. Personal injury files may be consolidated with the personnel history folder and be retained until disposition is made of the history folder.

Retain: Notice of appointment of investigating officer until revoked. These may be stapled to inside cover of primary subject.

Dispose: One year after date of accident or disposition of claim.

ADMINISTRATIVE SERVICES (ASD)

Covers correspondence, reports, outside relations, and conferences or meetings on ASD problems, housekeeping, and material relating to the overall work of the ASD which is too general to modify other primary subjects in the outline. Primary subjects have also been developed for different phases of the work of the ASD, as Procurement, Contracts, Property, Space, Records Management, Communications. In the small offices where volume is no problem, it may be possible to consolidate all of these under this primary subject folder (ASD).

Retain: One year.

AGREEMENTS (Agree)

Cooperative Agreements, Memoranda of Understanding, agreements and cooperation with other Agencies and outside organizations, use and type of farmer-district agreements.



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AGREEMENTS (Agree) (Cont'd)

Set up case files for cooperation and agreements with other agencies and outside organizations, USDA Coordinated Program, for records and instructions covering procedures for formulating and carrying out agreements with Agricultural Conservation Program Service (ACPS) and the Soil Conservation Service under the 5 percent provision for technical assistance. Third position folders or case files may be developed by counties to take care of executed Form ACP-234 and correspondence and other forms used in allocating and accounting of ACPS funds. Include reports of the work accomplished in these counties as covered by these agreements.

Carry forward from year to year.

Dispose: Five years after expiration.

AGRONOMY (Agron)

This covers records concerning the management of crops and includes the management of pastures, meadows and orchards. Controlled Burning on crop lands; Management of Crops including cover crops, strip crops, rotation, weed control, studies and experimental data, agronomic practices regarding a specific crop or crops, or data and information regarding a specific crop or crops, cropland, tillage and yield; Orchards; Outside Relations with other government agencies including ACPS on agronomy practices; Reports including meetings and conferences, trip reports; Revegetation and reseedling; Stubblemulch and Vegetated Waterways.

Retain: General material one year.

Retain: Reports and technical data three years.

ASSISTANCE (Assist)

Covers requests for assistance from land owners and/or operators that are not now District cooperators or whose land is not now located within an organized District.

Retain: One year or may be held until a Soil Conservation District is formed.

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ASSISTANCE (Assist) (Cont'd)

Note: For requests for assistance of State Office personnel, see "OPERATIONS." In some instances, it will be desirable to classify these requests under the primary to which they are related.

AUTHORIZATION (Auth)

Delegation of Authority to act for another; attend meetings, to administer oaths, distribute salary checks and savings bonds, approve travel and approve use of private storage for vehicles, power of attorney.

Retain: Until material becomes obsolete or superseding authorization or delegation of authority is issued.

BIOLOGY (Biol)

Biological practices contributing to soil and water conservation and their place in farm and ranch plans; Animals, including the conservation of wildlife, wildlife borders, marsh management, habits, rodent control; Farm Ponds; Herbicides, killing and eradication of plants, methods and chemicals used; Insecticides, including destruction of insects; Insects and Diseases, their identification and control; Outside Relations with State, Federal and local organizations; Reports, including trip reports, conferences, meetings relating to this primary.

Retain: General material one year.

Retain: Reports and technical data three years.

CARTOGRAPHY (Cart)

Preparation, reproduction, distribution, purchase, sale, requests and delivery of aerial photographs, maps, charts, diagrams, mosaics, drawings, adherence to mapping specifications, use of colors; geographic names, mapping aspects of boundaries and other related activities. Include Work Orders.

Retain: General material one year.

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CARTOGRAPHY (Cart) (Cont'd)

Retain: Original Field Survey Sheets showing soil conservation survey data indefinitely. This includes aerial photographs, original planetable field survey sheets, inked acetate overlay sheets, and such other records showing soil conservation surveys as have been compiled or annotated in the field.

Retain: Field Survey Sheets, including aerial photos, planetable sheets, etc.; showing no original data of any kind until they become excess to the needs of the Service.

COMMUNICATIONS (Comm)

Includes correspondence in its preparation, control, routing, postal laws, use, control and reporting of penalty indicia, loss, theft, delay in mails, use of envelopes, telegraph, telephone, and radio which includes the assignment of wave lengths, call letters, requests for permission to use, applications, type and regulations.

Retain: One year.

CONSERVATION ANALYSES (Conser Anal)

Records concerning the evaluation of the conservation program in terms of the job ahead, evaluation studies, progress made and the effect of the program on the National economy, higher standards of living, increased income, agriculture economics, higher crop yield, conservation benefits and needs, conservation timetable, physical land studies and requirements of a Nation in terms of soil conservation.

Retain: Five years.

CONTRACTS (Contr)

Covers documents and correspondence regarding preparation, letting and acceptance of contracts for material, supplies, services, and space. Attach correspondence and other papers to each individual contract. If volume justifies, set up case files, for example: Asc(WA-S)-18, Office Space, Spokane. Arrange case files either numerically, by type of contract or by location alphabetically within the files.

Dispose: One year after expiration.



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## DISTRICTS (Dist)

These are records relating to the basic organization and development of the districts. Included here will be instructional, procedural or informational material that is issued by the National Board of Soil Conservation Districts, District Board of Supervisors, or by the State Soil Conservation governing body. When general material pertains to two or more districts or districts outside your area on such subjects as District Annual Reports, change of Boundaries, Elections, Legislation, Memorandum of Understanding, Organization, Program and Work Plan, Resolutions, Schedules of Assistance, and Supervisors Meetings, this primary subject folder will be used. If volume justifies, set up extra folders for some of the above underscored subjects.

Where specific districts are involved, set up a second position folder for each District. The district case file will show the legal name of the district and will contain maps, certificate of organization, basic memoranda of understanding, program and work plans, annual reports, list of supervisors, range condition guides, boundaries, legal description and survey reports. Annual reports may be fastened on the left side and correspondence and other documents on the right side of folder. Third position folders may be established back of each district where volume justifies for Annual Reports, Organization, including requests for assistance, inclusions, memoranda of understanding, schedules of assistance, loan and grant of equipment, seed and tree stock furnished the SCS; Minutes of Supervisors' Meetings, Work Plan and Program including range condition guides, survey work plans and annual work plans.

Dispose: Five years after SCS discontinues assistance to District.

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**DRAINAGE & IRRIGATION (Dr & Irrig)** Development of group enterprises and group facilities including installation and/or irrigation of land. Includes drainage and irrigation reports, meetings, conferences and outside relations with other agencies and private organizations on drainage problems. Records on water disposal practices, drainage systems, irrigation systems, water storage reservoirs, job plans and project proposals except for records coming under the category of flood control (prevention). Develop case files on specific drainage and irrigation projects. Case files should contain copies of the agreement between District and farm owners or tenants, operation plan, construction progress report, and all other related correspondence.

Retain: General material one year.

Retain: Technical data and reports, three years.

Retain: Case files indefinitely, including field notebooks properly identified.

**ENGINEERING (Eng)**

Planning, development, use and construction of erosion control and water conservation structures (job plans, job proposals, maintenance standards); practices including brush removal, outlets, diversion ditches, terracing, bank and highway protection. Includes engineering reports, meetings, conferences and outside relations with other agencies and private organizations on engineering problems. Set up case files on specific dams and structures as are required. Keep separate field notebooks for each series of operations, as farm planning, flood control (prevention), drainage and irrigation, and engineering, making sure they are properly identified with dates, location, and name of operation.

Retain: General material one year.

Retain: Technical data and reports, five years.

Retain: Case files indefinitely including field notebooks.

822.1 (11) Continued 107

EQUIPMENT (Equip)

Management, inspection, maintenance, development and specifications of equipment which belongs to the Service; assignment and replacement of passenger-carrying vehicles and garage and automotive equipment records.

Retain: Operations records (inspections, use, requests for, etc.) one year.

Develop history case files on each piece of equipment and include records pertaining to each specific piece of equipment. Arrange folders numerically by license numbers.

Retain: Equipment maintenance history (shop work orders, job cost records, etc.) and destroy when equipment is sold. When transferred, history folder will accompany equipment.

FARM PLANNING (Fm Pl)

Practices, theory, and procedures utilized in farm planning. The development of farm and ranch plans with or without soil conservation surveys. Includes techniques, as progressive farm planning. Case files may be set up for sample farm plans supplied the Soil Conservation Service by the District.

Retain: General material, one year.

Retain: Technical data, including reference material, five years.

SCS FARM PLANS: In many field locations in addition to the copy of the farm plan being prepared and maintained for the SCD, the SCS also maintains a copy.

Retain: SCS copies of farm plans as long as they are active at which time they may be destroyed.

DISTRICT FARM PLANS: Copies of the conservation farm or ranch plans prepared for the SCS-SCD files are documents developed and agreed upon by a farmer and the District and, as such, represent official SCD records. Decentralize from Soil Conservation Service



822.1 (11) Continued 108

FARM PLANNING (Fm Pl) (Cont'd)

records. These plans will be filed in alphabetical order by name of farmer or tenant.

Retain: Where these are maintained in the SCS office for the District, no disposition should be made by Soil Conservation Service personnel. Responsibility of District Supervisors.

FERTILIZER (Fert)

Includes analysis, use, effectiveness, tests and observations, types and kinds.

Retain: One year

FISCAL (Fis)

Records that relate to the policy, procedure, laws, regulations, pertaining to the control of financial matters and the application of fiscal requirements. Includes information on appropriations, budgets, accounts, auditing of fiscal documents, checks, timekeeping records, savings bonds, withholding tax, payrolls, time and attendance reports, postage stamp disposition record, vouchers, payroll lists, miscellaneous audit difference statements, post office box rentals and related correspondence.

Retain: General material one year.

Retain: Audit difference statements until reviewed at time of inspection.

FORESTRY (For)

Records concerning the management of Farm Forest and range woodlands; Fire Control; Grazing; Marketing and Forest Products, including timber surveys, cutting practices, timber sales, marking trees for harvest, estimates of salable timber and market prices; Reports, including conferences and meetings on forestry problems; Outside Relations with other government agencies including ACPs, and private organizations, on forestry problems; Windbreaks, including tree planting; Woodland Management, including reforestation, protection, program and planning, experimental or observational work.

Retain: General material one year.

Retain: Technical Data and reports, three years.

822.1 (11) Continued 109

FORESTRY (For) (Cont'd)

Retain: Case files indefinitely.

FORMS

Covers policy and procedures pertaining to the management, development and approval of new forms, restrictions, improvements and types of forms, permission to use, proposed use, preparation, and requests.

Retain: One year.

GROUP ACTION (Gp Act)

Includes phases of neighborhood approach, locating community leaders, annual or special reports on group action, reports of committees, conferences, minutes of meetings all relating to the group action approach or method in the planning and application of soil conservation practices.

Retain: General material, one year

Retain: Technical and reference material, three years.

HANDBOOKS AND MANUALS (HB & MNL)

Development, use of and distribution. Place handbooks and manuals in binders (ring or acco) and keep in bookcases or other suitable place for ready reference.

Retain: Until superseded.

INFORMATION & EDUCATION (Info)

Records pertaining to procedure, techniques, methods of writing news releases, motion pictures, photographs, visual aids, negatives, posters, conservation education, speeches, press clippings, and contests.

Folders in the Secondary position may be added for Articles (monographs and manuscripts), Contests, Education, Library, Press, Radio, Speeches, and Visual Aids including photographs, slides, negatives, charts, exhibits.

Retain: General material, one year.

Retain: Other records as required. If material used frequently, may be desirable to retain beyond the retention period recommended for the general material.

822.1 (11) Continued 110

LEGISLATION (Legis)

Federal and State, including legislative hearings.

Retain: Material as long as legislation is in effect. Proposed legislation may be disposed of after three years.

MANAGEMENT IMPROVEMENT (Mgm Imp)

Responsibilities, policies, and objectives of the management improvement program. Covers annual or special reports, reports of committee meetings; work improvement proposals; Employee Suggestions; Inspections; and Work Improvement Systems including the work improvement council. In some instances it will be desirable to classify inspections under the primary to which they relate, as ASD, PERSONNEL, FISCAL, AGRONOMY, RANGE, etc. For inspections that cover two or more primary subjects this primary subject should be used.

Retain: General material, one year.

Retain: Inspection Reports until superseded by another report.

MEETINGS (Meet)

Meetings which have to do with the operational aspects of the Service. Includes meetings of the State Conservationists and his technical and administrative staff, Area and Work Unit personnel. Do not include meetings relating to specific primaries, as Management Improvement, Range, Agronomy, etc., for these are filed with the primary subject to which they relate.

Retain: Material pertaining to notices of meetings, purpose of meetings, proposed agenda, attendance at meetings, time and place of meeting and similar material, one year.

Retain: Reports of meetings which form policy or objectives of the Service, five years.

MEMORANDA (Memo)

Includes routing of correspondence, requests, distribution, and preparation. File numbered memoranda in numerical order in separate binders or folders as your numbered copies of field memoranda, technical notes, information memoranda, etc. Cross-reference to subject file.

Retain: General material, one year.



MEMORANDA (Memo) (Cont'd)

Retain: Numbered memoranda until superseded by new instructions.

## OPERATIONS (Oper)

The records in this category cover the overall application and utilization of soil and water conservation practices and techniques. Includes land and water inventories and analysis of soil conservation district activities. Technical Standards, technical guides, Job sheets, conservation guides; Work Load Analysis including job analysis and time scheduling, requests for assistance of State Office personnel; USDA Coordinated Program; Operation and development of policy and procedures in carrying out the ACP program, including assistance furnished cooperators on permanent type ACP practices. Responsibilities in connection with planning, installing, and checking performance on terracing, farm ponds, drainage and irrigation, wildlife, forestry, land capabilities and land leveling. Include minutes of meetings, guides, handbooks, and bulletins developed on this phase of the conservation program.

Note: Individual primary subjects have also been included in this outline, for example, Agronomy, Biology, Engineering, Range, etc. Where volume is no problem in the small field office, it may be desirable to consolidate some of these technical subjects under this primary subject folder.

Retain: Three years.

## ORGANIZATION (Org)

Includes reorganization, plans for, suggestions, policy (including basic policy), functional guides, recommendations and proposals on establishment and abandonment of offices, key personnel changes, directories; USDA Coordinated Program, on organization and operation of the Mobilization Committee and their approach to the Agricultural Conservation Program, the Farm Family Policy Review, committee activities including roster of membership, number of members, minutes of meetings, reports, numbered and unnumbered memoranda covering organization and duties.

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ORGANIZATION (Org) (Cont'd)

Retain: Until records become obsolete.

PATENTS (Pat)

Records regarding the granting of patents to employees, retention of commercial rights by inventor, instructions on application procedure. Set up case files when employee makes formal application on a patent.

Retain: General material, one year.

Retain: Case files, indefinitely.

PERSONNEL (Pers)

Activities (employees); Applications; Appointments; Awards and Citations, including recommendations; Citizenship; Classification (job description and analysis); Credentials; Hours of Duty; Investigations; Leave (general only); Military Service; Outside Work (request to perform, regulations, policy); Political Activity; Promotion and Demotion; Standards of Performance (performance ratings);

Safety (meetings, minutes of, safety news letters); Transfer (including detail), and WAE Letters of Authorization; Training.

Set up individual folders for each permanent employee and one folder for all temporary and Letter of Authority employees. Any of the above material relating to a specific individual should be filed in the individual's personnel case folder.

Retain: General correspondence, one year.

Retain: Case files until employee is transferred or is separated, at which time file is to be forwarded from the Area and Work Units to the State Office where it will be consolidated with their records.

Note: Folders covering personnel on military or educational leave will be retained.

PLANTING MATERIALS (Plant)

Includes correspondence and records covering inquiries, suggestions, recommendations, and policy regarding planting materials; field-scale planting trials, or seed increase plantings; sources of supply; lists of seed and plants; reports or meeting on plant material problems.



PLANTING MATERIALS (Plant) (Cont'd) Retain: General material, one year

Retain: Technical records on plantings, three years.

PROCUREMENT (Proc)

Procurement of materials, supplies, services. Catalogs, including quotations and mailing lists; Gasoline, oil and courtesy cards; Requisitions and Purchase Orders; procurement needs and correspondence.

Retain: One year.

PROPERTY (Prop)

These records concern the management of official Soil Conservation Service property. Includes Accession (property acquired other than through procurement channels); Accountability; Classification (identification and decals); Construction; Disposition (sale survey, surplus, loan, transfer, theft, loss, Board of Survey); Inventory; License Plates. Set up case files for each series of numbered documents used.

Retain: General correspondence, one year

Retain: Property Cards AD-106 while property is in custody. Cards will accompany property when transferred or otherwise disposed of.

PUBLICATIONS (Pub)

Correspondence relating to availability of; distribution; inventory; preparation; requests for publications, pamphlets and bulletins. Actual publications are either filed by subject matter in bookcases, shelves, or in store room for distribution to the general public. See 812.7 and 812.7 (1).

Retain: Correspondence, one year.

Retain: Reference material indefinitely, or as long as you have a need for it.

RANGE MANAGEMENT (Rng)

The management of range lands, quality and quantity of food available, the grazing of such lands, determining range carrying capacity, fire control on range lands, Livestock; Outside Relations with other agencies on range problems, and with



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RANGE MANAGEMENT (Rng) (Cont'd)

American Society of Range Management; Reports and Meetings, including range schools, special studies, range charts, posters, and surveys.

Retain: General material, one year.

Retain: Special studies and original range surveys field sheets indefinitely.

RECORDS MANAGEMENT (Rec Mgt)

Maintenance, disposition, management, records inventory, classification and filing of correspondence, transfer of records, micro-filming, safekeeping, and records security.

Retain: One year.

RECORDS AND REPORTS (R&R)

Reporting instructions and procedures, development and changes in reporting system. Separate folders will be set up for each series of numbered forms used and carried forward from year to year.

SCS-190 Daily Activities Record  
SCS-192 Activities Record

Retain: One year from date of last entry or may be retained by individual creating them.

SCS-195 Work Report  
SCS-195a Work Report on Group Enterprise  
SCS-195b Work Report on Flood Control

Retain: Five years.

SCS-196 Record of Practices Planned and Applied.  
SCS-197 Summary of Practices Planned and Applied.  
SCS-197a Summary of Practices Planned and Applied.  
SCS-200 Progress Report on ACP work.  
SCS-202 Monthly Work Report under ACPS County Committee Agreements with SCS. Replaced by SCS-200.

Retain: Five years.

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RECORDS AND REPORTS (R&R) (Cont'd) SCS-501 Monthly Time Report

Retain: Two years.

Form 1 and 1a - Creation of SCD.  
2792a, b, c, and d - Status of SCD  
Organization.

Retain: Indefinitely.

AD-187 Operation Record on Government-  
owned Equipment.

Retain: Three years.

Work Sheets indicating ACP Progress Data

Retain: Until information posted to  
SCS-200 or SCS-202.

RELATIONS (PUBLIC) (Rela)

Records concerning relationships with outside individuals, organizations, and other Federal, State, or other USDA agencies or bureaus. Includes cooperation with these outside individuals or organizations for the purpose of stimulating interest in the program. These records also include Complaints and Criticisms of the Soil Conservation Program; Congressional Foreign Relations including visitors from foreign countries; relations with churches, commercial organizations, educational institutions, youth organizations, and conservation observances. May be set up in separate case files and organized by individuals, groups, event, or type. These would include Work Shops, Field Days, Demonstrations, Dinners, Tours, and cooperation with farm equipment dealers.

Retain: General material, three years.

Retain: Commendations, complaints, criticisms, Congressional relations, and foreign relations, five years.

REPORTS (Rpts)

State and National annual reports, monthly, narrative; reports from outside organizations covering their work program. Do not file reports here which fit back of

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REPORTS (Rpts) (Cont'd)

other appropriate primary subjects.

Retain: Five years.

RESEARCH (SEE ALSO TECHNICAL DATA)  
(Resa)

Research needs, problems, projects, and procedure as related to soil type, soil cover, and soil conditions which are fundamental to the design of soil and water conservation.

1 REPORTS

Annual, quarterly, monthly or special reports covering research activities, reports of meetings and conferences on research problems.

2 OUTSIDE RELATIONS

Cooperation, relations or contacts with private organizations, federal or state agencies or individuals interested in the development of research activities.

11 CASE FILES

These files should be organized by projects, work plans, and special surveys.

Note: These primary and secondary subjects limited to Research projects.

Retain: General material, three years.

Retain: Case files indefinitely.

SOIL CONSERVATION SURVEYS (Sur)

Data pertaining to soil conservation surveys including a map for each District, a land capability guide for each problem area in soil conservation, a land capability table for each District and land capability map; the overall work of the State Soil Scientist, Survey Supervisors, Area Soil Scientist. Place material in District Case files where applicable. Also includes Reports, including meetings, conferences; Outside Relations with other Agencies on soil survey problems.

Retain: General material, one year.

Retain: Land capability guides and maps until superseded.

Retain: One year.



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TECHNICAL DATA (Tech)

Covers studies and investigations being conducted to find the causes and extent of land damage under varying conditions, and the remedial measures that may be utilized in the control of soil erosion, land damage and water losses. Included is material relating to collection, assembly and interpretation of data relating to Humidity; Hydrology including runoff, ground water (geology), percolation, water tables, soil permeability, reservoir data; Precipitation including rainfall, snow surveys; Reports covering monthly, quarterly, annual or special reports on land damage, trip reports, inspection reports and reports of meetings and conferences dealing with these problems; Sedimentation, sampling streams for debris loads, contents of rivers, sedimentation flood damage, investigations, sediment problems relating to floodways, navigation of channels and harbors, dredging or sluicing sediment from reservoirs.

Retain: Three years.

TRANSPORTATION (OF THINGS)  
(Trans)

Freight or express - includes bills of lading, movement of household goods, transportation costs, routing, air express or air freight, government losses in shipment and shipping instructions.

Retain: General material, one year.

Retain: Government Bill of Lading - Receipted yellow memorandum of the issuing office, five years. All other copies one year.

TRAVEL (Trav)

Authorizations including issuance of T/R's; Automobile, requests to use personal car; Itineraries and trips; and Per Diem. If volume justifies, file individual travel requests, travel authorizations and amendments to travel authorizations in numerical sequence. Classify and file itineraries and trips by name of traveler.

Retain: One year.

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## WATER CONSERVATION (Wa Cons)

Includes the use of water, water rights, water requirements, watershed surveys to determine methods and feasibility of developing water conservation practices, plans and programs, water potentials and resources, water sources, up-stream and down-stream erosion control, water disposal, including control of flood waters, and the prevention of damage. Also includes Basin development, as the Columbia River Basin, Missouri River Basin; Flood Prevention surveys, proposals for joint development of flood facilities, development of watershed plans, work plans, hearings, etc.; District Relations with organizations and other agencies on water conservation problems; Reports of trips and meetings on water problems; Water including requirements, rights, water spreading, general water disposal; Watershed Protection including organization and development of authorized watershed protection projects. This primary subject should take care of the needs for many of the field locations where no specific Flood Control or Watershed Projects are authorized.

For those offices with authorized projects the following secondary subjects have been developed for your needs.

## 11 FLOOD PREVENTION

Includes preliminary examinations and surveys for flood control. Contains operation and work plans, research and technical data necessary to develop a flood control program. Contains records on such specific projects as the LOS ANGELES RIVER WATERSHED, THE PAJARO RIVER WATERSHED, RUSSIAN RIVER WATERSHED, SALINAS RIVER, WALLA WALLA RIVER WATERSHED, etc. Establish alphabetical case files in third position folders for each watershed and include all related material in the watershed folder.

## 14 BASINS

Correspondence and records on the overall federal inter-agency river basins including organization, membership, assignment of committees, meetings, reports, work plans, watershed investigations and cooperation with other Agencies whereby they may effectively

822.1 (11) Continued 119

14 BASINS (cont'd)

interchange information and coordinate their activities among themselves and with those of the States in the investigation and preparation of reports covering the water resources and related land resources of the area involved. Includes Columbia River Basin Inter-Agency Committee, Missouri River Basin Interagency Committee, etc.

15 WATERSHED PROTECTION

This program is covered in a separate and distinct budget from flood prevention and shall therefore necessarily be considered separately and distinctly from FLOOD PREVENTION 11 above.

Includes correspondence, budgets, reports, inspections, meetings, evaluation, etc., all dealing with the organization and development of the watershed protection projects. In areas where specific projects are authorized, case files will be established as outlined below, making certain to set up only those required to meet your needs.

NAME OF PROJECT - For example, ADOBE CREEK, CALLEGUAS CREEK, DRY CREEK, MISSION CREEK, SPRING VALLEY AND WALNUT CREEK TRIBUTARIES. Arrange alphabetically and include correspondence and other related material - for each specific project. Include the sponsorship letter, letter of designation, farm planning and survey material. Also includes correspondence and records on Budgets; Evaluations of program and whether we are accomplishing what we set out to do; Documents, as Memorandum of Understanding, Cooperative Agreements, Contracts; Maps; Reports; and Work Plans.

Since these project folders are to be carried forward from year to year until the projects are completed, it may be necessary in time to establish individual folders back of each project to take care of the underlined subjects shown above, as Budgets, Evaluations, etc.

Retain: General material, five years.

Retain: Case files indefinitely.



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WHEELER CASE (WC)

This is a specialized file used only in the areas where authorized Wheeler-Case Projects are in operation.

Retain: Forward records to State Office when project is discontinued.

WIND EROSION (Wind)

Control, prevention, damage, effects on crop yield, dust bowls, wind erosion reports, wind erosion condition maps and causes.

Retain: 2 years.

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UNITED STATES DEPARTMENT OF AGRICULTURE  
SOIL CONSERVATION SERVICE  
WASHINGTON 25, D. C.

May 20, 1954

STATE CONSERVATIONISTS  
TERRITORIAL CONSERVATIONISTS  
OFFICIALS IN CHARGE, INTERIM REGIONAL OFFICES  
FIELD CARTOGRAPHIC OFFICES

The attached revision completes the Records Management & Communications portion of the ASD Handbook.

The material covers, among other subjects, procedures on Penalty Mail, Statistical Summary of Records Holdings, and Communications.

  
Administrator

STC  
IRO  
CA

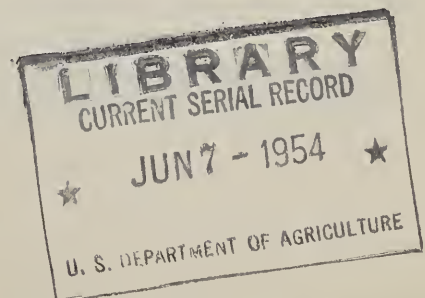






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CURRENT SOIL CONSERVATION SERVICE FORMS

<u>Form Number</u>	<u>Title</u>	<u>Disposal Schedule Item Number</u>
SCS-1	Reconciliation of General Ledger Cash Account with Disbursing Officers Account Current	20
SCS-2	Verification of Appropriation & Trust Fund - Subsidiary Records with the General Ledger	20
SCS-3	Verification of Special & Deposit Fund - Subsidiary Records with the General Ledger	20
SCS-10	Monthly Record of Storage Service	20
SCS-12	Publications Distribution Record	41
SCS-13	Renewal Agreement	7
SCS-18	Requisition to Division of Cartography	33
SCS-20	Schedules of Rates	20
SCS-21	Request for Federal Space	8
SCS-25	Request for Duplicating	2
SCS-26	Office Request for Photographic Service	41
SCS-28	Township Plats	36
SCS-29 & A & B	Photographic Request	41
SCS-32	Manuscript Clearance Record	41
SCS-37	Request for Publications	2 & 41
SCS-38	Requisition Register	2
SCS-40	Conservation Plan Folder	28
SCS-41	Group Activity and Attendance	28
SCS-43	Estimate of Potential Income	20
SCS-44	Register of Income Producing Contracts or Permits	20
SCS-45	Authorization to Purchase Publications	41
SCS-46	Record of Control Survey Station	33
SCS-47	Traverse Mercator Projection	33
SCS-49	Contract Payment Estimate	5
SCS-50	Supplemental Contract	5
SCS-52	Map Index Card	33
SCS-53	Work Order	22
SCS-57	Drafting Request	33
SCS-60	Range Type Description	26
SCS-62	Range Survey Map Sheet	26
SCS-68	Service Record Card	22
SCS-69	Probationary Report (Filed in Personnel Case History Folder)	40
SCS-73	Payroll Deduction Control	22
SCS-74	Clipping Stickers	41
SCS-75	Photographic Holder for Kodachrome Mounts	41
SCS-77	Short Term Lease	7

Administrative Services Division

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<u>Form Number</u>	<u>Title</u>	<u>Disposal Schedule Item Number</u>
SCS-78	Short Term Lease and Crop Mortgage	7
SCS-78A	Supplement to Form 78	7
SCS-79	Share Crop Lease Report	7
SCS-80	Photographic Transmittal	41
SCS-81	Negative Transmittal	41
SCS-82	Post Card Mailing List Check	
SCS-84	Notice of Split Posting	20
SCS-86	Presidential Project Authorization Control	20
SCS-87	Encumbrance Register	20
SCS-89	Transmittal Register of Collections	20
SCS-92	Advice of Allotment	23
SCS-97	Report of Service Performed	22
SCS-98	Monthly Statement of Classified Obligations	20
SCS-100	Official Receipt	20
SCS-101	Schedule of Administrative Reserves	21
SCS-103	Service Certificate	21
SCS-104	Audit Difference Statement	21 & 22
SCS-105	Rental Control Register	21
SCS-106	Individual Salary Card	22
SCS-116	Voucher Register	22
SCS-120	Record of Lapsed Appropriation Transactions	20
SCS-133	Tax Exemption Certificate Accountability Record	22
SCS-136	Request for Quotation	3
SCS-143	Receipt for Property	14
SCS-146	Abstract of Proposals	4
SCS-147	Abstract of Proposals	4
SCS-171	Mailing Franks Gummed (100 per pad)	
SCS-172	Shipping Tags - Linen	
SCS-173	Shipping Labels - Gummed (pads of 50)	
SCS-174	Soil Survey Shipping Tag	
SCS-175	Air Mail Tabs	
SCS-176	Soil Sample Shipping Tags	
SCS-180	Preventive Maintenance Auto Inspection Report	31
SCS-181	Motorized Heavy Equipment Inspection Report	31
SCS-186	Post Card - Single - Franked	
SCS-188	Post Card - Double - Franked	
SCS-189	Photographic Notebook	41
SCS-190	Field Diary	34
SCS-191	Engineer Field Notebooks	42
SCS-192	Activities Record	34
SCS-194	Motor Vehicle Operation Report	31
SCS-195	Work Report	34
SCS-195B	Work Report on Flood Control	34



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<u>Form Number</u>	<u>Title</u>	<u>Disposal Schedule Item Number</u>
SCS-196	Record of Practices Planned & Applied	34
SCS-197B	Community Work Folder	34
SCS-200	Progress Report on Agriculture Conservation Program (ACP)	34
SCS-210	Notice of Employment (Filed in Personnel Folder)	
SCS-224	Personnel History (Filed in Personnel Folder)	
SCS-230	Mechanical Analysis Report	
SCS-230A	Mechanical Analysis Report (Manifold)	
SCS-231	Soil Survey Mechanical Analysis Card	
SCS-232	Soils Description Card	
SCS-233	Inspection Report Blanks	
SCS-234	Weekly Itinerary Report for Field Workers	
SCS-235	Soil Survey Work Plan	
SCS-236	Capitalized Property Transactions Register	21
SCS-237	Register of Reimbursable Transactions	21
SCS-238	Register of Collections	20
SCS-239	Obligation Control Record	20
SCS-239A	Expenditure & Obligation Register	20
SCS-241	General Ledger	20
SCS-242	Monthly Statement of General Ledger Account	20
SCS-501	Monthly Time Report	34
SCS-521	Spread Sheet	1
SCS-555	Memorandum of Understanding	10
SCS-556	Working Agreement	9
SCS-574	Plant Accession Record	24
SCS-577	Seed Inventory	24
SCS-581	Observational Plant Performance Notebook	24
SCS-596	Distribution and Delivery Record	24
Includes a-b- c-d-e		
SCS-597	Nursery Stock Inventory	24
SCS-600	Request for Aerial Photos	33
SCS-601	Request for Cartographic Services (Region 6)	33
SCS-603	Shipping Memo	33
SCS-604	Dispensers Daily Report - Gas & Oil	31
SCS-605	Summary of Issues - Gas & Oil	31
SCS-607	Operating Budget	23
SCS-609	Authorization & Allotment Control	23
SCS-611	Stamp & Car Token Disposition Record	22
SCS-612	Acquisition & Audit Record	22
SCS-613	Audit of Stamps	22
SCS-616	Quarterly Operating Budget Report	23
SCS-617	Quarterly Apportionment Report	23
SCS-652	Seed Sample Envelope	24

Administrative Services Division

822.1 (12) Continued 124

<u>Form Number</u>	<u>Title</u>	<u>Disposal Schedule Item Number</u>
SCS-654	Township Plat	36
SCS-670	Request for Drafting Work	33
SCS-702	Auxiliary Control	33
SCS-703	Geographic Coordinate Computation	33
SCS-704	Index Card to Map File	33
SCS-705	Semi-Monthly Work Reports - Control Survey	33
SCS-708	Azimuth Computation	33
SCS-725	State System of Plane Coordinates	33
SCS-729	Monthly Work Reports	33
SCS-730	Notification of Maps Ordered	33
Form 1 & 1-A	Information Concerning Soil Conservation District	34
Form 2792-a-b- c-d	Status of Districts Organization	34
Unnumbered	Penalty Indicia - Acquisition	
"	" " - Issuance	

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CURRENT DEPARTMENT OF AGRICULTURE FORMS (AD)

<u>Form Number</u>	<u>Title</u>	<u>Disposal Schedule Item Number</u>
AD-7	Telephone Directory Information-Additions	
AD-8	Telephone Directory Information-Deletions	
AD-10	Telephone Toll Record (and certification)	22
AD-11	Mailing Frank	
AD-12	Shipping Label	
AD-13	Motor Transport Service Request	
AD-14	Request for Supplies, Equipment or Service	2 - 33
AD-19	Mail Order	
AD-27	Rush Slip	
AD-36	Certification for Lump Sum Payment for Annual Leave	21
AD-38	Purchase Order	3 - 22
AD-42	Claim Transmittal	21
AD-48	Combined Account	
AD-52	Registered Package Frank	
AD-53	Employees Pass	
AD-54	Identification Card	
AD-55	Memorandum of Travel Expenses	
AD-57	Laundry Ticket	
AD-59	Manuscript Transmittal and Receipt	
AD-60	Schedule of State Tax on Gasoline Purchased	22
AD-61	Request and Authorization to Attend Meeting	22
AD-63	General Ledger	20
AD-68	Length of Service Certificate (A - B - C - D)	
AD-69	Certificate of Merit	
AD-73	Request for Drafting	
AD-74	Publication Shipping Order	
AD-77	Mail List Drop Card	
AD-78	Request for Printing and Binding	
AD-79	Mail List Add Card	
AD-82	Comparison of Apportionments and Obligations	
AD-85	Telegraph blank-Incoming	
AD-87	Request for Use of Thomas Jefferson Auditorium	
AD-95	Supplies Credit Slip	, 2
AD-100	Bond of Indemnity - Advances	21
AD-101	Bond of Indemnity Advances	21
AD-102	Telephone Toll Call Register and Certificate	22
AD-103	License Card (motor vehicle)	29
AD-105	Check Mailing and Identification Slip	22
AD-106	Property Record Card	14
AD-107	Report of Transfer of Property	14
AD-108	Report of Property Constructed	14
AD-109	Report of Excess or Unserviceable Property	14
AD-110	Authorization for Disposition of Serviceable Property	14



822.1 (12) Continued 126

<u>Form Number</u>	<u>Title</u>	<u>Disposal Schedule Item Number</u>
AD-111	Report of Disposition of Property	14
AD-112	Report of Loss or Damage of Property	14
AD-113	Physical Inventory Report for the Period Ending--	14
AD-114	Secretary's Correspondence (Routing Sheet)	
AD-116	Routing Sheet for Administrative Regulations, Secretary's and Staff Office Memoranda	
AD-125	Personnel Questionnaire (Supplement)	
AD-130	Bond, Fund and Property	21
AD-133	Notice to Employee Affected by Reduction in Force	40
AD-134	Qualifications and Availability Statement for Employee with Reassignment Rights	40
AD-135	Quarterly Accident Summary	29
AD-137	Boiler and Pressure Vessel Inspection Report	
AD-139	Final Salary Payment Report	22
AD-140	Authorization to Administer Affidavits	
AD-141	Certificate of Appreciation	
AD-142	Request for Revocation of Authorization to Administer Affidavits	
AD-144	Financial Project Description	
AD-145	Work Project Description	
AD-146	Project Discontinuances and Extensions	
AD-147	Project Obligation Estimates	
AD-148	Revision of Project Obligation Estimates	
AD-149	Line Project Description	
AD-150	Penalty Mail Permit Quarterly Production Report	45
AD-153	Parking Permit	
AD-155	Order for Processed/Printed Distribution	
AD-156	Order for Bulk Distribution	
AD-159	Manuscript Clearance	
AD-162	Individual Pay Card	
AD-163	Individual Pay Record	
AD-164	Foreign Living Quarters Statement	
AD-167	Individual Pay Card	
AD-168	Time Report & Leave Record	
AD-169	Request for New Appointees Special Payroll	
AD-170	Cross Reference Sheets	
AD-171	Time and Attendance Report	
AD-172	Correspondence Control Slip	44
AD-173	Continuity Reference Sheet	
AD-174	Form Design Guide Sheet	
AD-175	Form Design Guide Sheet	
AD-176	Form Design Guide Sheet	
AD-177	Form Record Card	
AD-178	Forms Stocking and Reorder Card	

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<u>Form Number</u>	<u>Title</u>	<u>Disposal Schedule Item Number</u>
AD-180	Fast Communication Blank	
AD-185	Motor Vehicle Decalcomania	
AD-187	Monthly Operation Record (motorized equipment)	31
AD-190	Motor Vehicle Delivery Order	
AD-191	Monthly Summary of Penalty Mailings (Tentative)	45
AD-192	Daily Tally Sheet of Penalty Mailings (Tentative)	45
AD-200	Request for Travel Authorization or Amendment	22
AD-202	Authorization - Travel	22
AD-204	Authorization - General	22
AD-206	Authorization - Amendment	22
AD-210	Voucher and Schedule of Payments	
AD-211	Individual Pay Record	
AD-212	Payroll Control Register	
AD-225	Contract for Services	5
AD-227	Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property	14
AD-234	Charge-Out Card	
AD-235	Correspondence Charge-Out Form	
AD-245	USDA Library Request	
AD-256	Certification Card-Foreign Travel	
AD-258	Prerenewal Canvass Statement	
AD-266	Statement of General Accounts Balances	20
AD-270	Request for Reproduction Service	
AD-271	Request for Photographic Service	
AD-272	Photographic Reduction Typing Guide	
AD-273	Order for New Additions to Mailing Codes	
AD-274	Duplicating Short Order Requisition	
AD-282	Organization Chart Drawing Paper	
AD-286	Allotment Ledger	22
AD-287	Employee Suggestion	40
AD-287-1	Register of Employees Suggestions Received	40
AD-287-2	Employees Suggestion Appraisal Report	
AD-288	Requisition for Telephone Service	
AD-296	Annual Inventory of Penalty Matter	45
AD-297	Certificate of Official Matter Mailed Under the Penalty Privilege	45
AD-298	Quarterly Statement of Penalty Indicia Matter Prepared Locally and Certificate of Compliance	45
AD-501	Form Design Guide Sheet	
AD-502	Form Design Guide Sheet	
AD-503	Form Design Guide Sheet	

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<u>Form Number</u>	<u>Title</u>	<u>Disposal Schedule Item Number</u>
AD-505	Form Design Guide Sheet	
AD-508	Certification of Employee-Transportation of Household Goods	
AD-509	Block Posting Records	
AD-514	Reference Slip	
AD-515	Renewal Agreement (Lease)	
AD-516	Notice of Renewal (Lease)	
AD-518	Receipt for Transportation Requests	
AD-519	Acknowledgment of Return of Transportation Requests	
AD-537	Requests for Disbursing Officers Citations	
AD-538	Request for Allocation of Proceeds of Check	
AD-542	Voucher Distribution Slip	
AD-543	Daily Time Sheet	
AD-550	Tickler File Card	
AD-552	Record of Travel Advances and Repayments	
AD-555	Report and Certification of Night Differential	
AD-558	Travel Record Card	



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CURRENT STANDARD FORMS

<u>Form Number</u>	<u>Title</u>	<u>Disposal Schedule Item Number</u>
SF-1	Printing & Bind Requisition	
SF-2	Real Estate Lease	7
SF-3A	Schedule of Obligations	
SF-7	Service Record Card	22
SF-7D	Position Identification Strip	40
SF-14	Telegram	
SF-15	Veteran Preference Claim	40
SF-16	Bond - Imprest Fund Cashier	
SF-19	Bond of Indemnity	21
SF-20	Invitation for Bids (Construction Contract)	5
SF-21	Bid Form (Construction Contract)	5
SF-22	Instructions to Bidders (Construction Contracts)	5
SF-23	Construction Contract	5
SF-23A	General Provisions (Construction Contracts)	5
SF-24	Bid Bond	5
SF-25	Performance Bond	5
SF-25A	Payment Bond	5
SF-27	Performance Bond (Corporate Co-Surety Form)	5
SF-27A	Payment Bond - Corporate Co-Surety Form	5
SF-27B	Continuation Sheet - Corporate Co-Surety Bond	5
SF-28	Affidavit of Individual Surety	5
SF-32	General Provisions (Supply Contract)	5
SF-33	Invitation, Bid, and Award (Supply Contract)	5
SF-34	Annual Bid Bond	5
SF-35	Annual Performance Bond	5
SF-36	Continuation Sheet (Supply Contract)	5
SF-39	Request for Certification	5
SF-40	Contract for Telephone Service	5
SF-44	U. S. Government Purchase Order - Invoice - Voucher	3 - 5 - 22
SF-48	Recommendation for Classification Under Ramspeck Act, Section 1	40
SF-49	Recommendation for Classification Under Ramspeck Act, Section 6	40
SF-50	Notification of Personnel Action	21
SF-52	Request for Personnel Action	21
SF-57	Application for Federal Employment	40
SF-58	Experience and Qualifications Sheet (Supple- mentary)	40
SF-59	Request for Approval of Transfer, Reinstatement or Position Change	
SF-60	Application for Federal Employment (Short Form)	
SF-61	Appointment Affidavits	

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<u>Form Number</u>	<u>Item</u>	<u>Disposal Schedule Item Number</u>
SF-61A	Civil Officer Appointment Affidavits	
SF-63	Memorandum of Call	
SF-64	Office Memorandum	
SF-65	Government Messenger Envelope	
SF-66	Inquiry Regarding Status, Veteran Preference and/or Service	40
SF-71	Application for Leave	22
SF-75	Position Description	40
SF-75A	Guide for Writing Position Description	40
SF-78	Certificate of Medical Examination	40
SF-78A	Medical Appointment and Report	40
SF-79	Notice of Security Investigation	40
SF-81	Request for Space	8
SF-82	Annual Motor Vehicle Report	31
SF-82A	Annual Motor Vehicle Reports (Tabulations by States)	31
SF-83	Request for Clearance	
SF-87	Civil Service Commission Fingerprint Chart	40
SF-88	Report of Medical Examination	
SF-89	Report of Medical History	
SF-90	Health Qualification Placement Record	
SF-91	Operators Report of Motor Vehicle Accident	13
SF-91A	Investigation Report of Motor Vehicle Accident	13
SF-92	Supervisors Report of Accident	13
SF-94	Statement of Witness	13
SF-95	Claim for Damage or Injury	13
SF-97	The U. S. Government Certificate of Release of a Motor Vehicle	14
SF-97A	Copy of Certificate of Release of a Motor Vehicle	14
SF-99	Notice of Award of Contract	
SF-104	Election to Make Voluntary Contribution	
SF-105	Certificate of Membership in the U. S. Civil Service Retirement System	
SF-106	Statement of Appropriations and Expenditures	
SF-107	Statement of Contract Authorization	
SF-108	Statement of Receipts	
SF-111	Agency Space Reports	8
SF-111A	Agency Space Summarization	8
SF-112	Request for Medical Examination - Retirement	
SF-113	Monthly Report of Federal Civilian Employment	
SF-114	Sale of Government Property -Invitation, Bid & Acceptance	5
SF-114A	Continuation Sheet SF-114	5

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<u>Form Number</u>	<u>Item</u>	<u>Disposal Schedule Item Number</u>
SF-115	Request for Authorization to Dispose of Records	44
SF-115A	Continuation Sheet SF-115	44
SF-119	Contractors Statement of Contingent or Other Fees	5
SF-120	Report of Excess Personal Property	14
SF-120A	Continuation Sheet SF-120	14
SF-121	Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property	
SF-123	Report of Space Use by Building	8
SF-126	Bond Issuance Schedule	21
SF-126A	Continuation Sheet SF-126	21
SF-127	Request for Official Personnel Folder	
SF-129	Bidders Mailing List Application	
SF-131	Apportionment Schedule (By Time Periods)	
SF-131A	Apportionment Schedule (By Activities, Pro- jects, etc.)	
SF-132	Reapportionment Schedule (By Time Periods)	
SF-132A	Reapportionment Schedule (By Activities, Projects, etc.)	
SF-133	Report on Status of Appropriation Accounts	20
SF-134	Records Shelf List	44
SF-135	Transmittal of Government Records	44
SF-136	Annual Statistical Summary of Record Holdings	44
SF-137	Agency Records Center Annual Report	44
SF-141	Apportionment Schedule for Corporations and Enterprises	
SF-142	Reapportionment Schedules for Corporations and Enterprises	
SF-143	Report on Status of Apportionments for Cor- porations and Enterprises	
SF-144	Statement of Prior Federal and Military Service	
SF-150	Standardized Government Travel Regulations	
SF-201	Certificate of Deposit for Checking Account (4 part)	20
SF-209	Certificate of Deposit for Checking Account (6 part)	20
SF-1012	Travel Voucher	22
SF-1012B	Travel Voucher, Continuation	22
SF-1013A	Payroll Personal Services	22
SF-1014	General Ledger	
SF-1014A	General Ledger	
SF-1014C	General Ledger	
SF-1014M	Disbursing Office Ledger	
SF-1016	Distribution Ledger	



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<u>Form Number</u>	<u>Item</u>	<u>Disposal Schedule Item Number</u>
SF-1017C	Register of Allotment Ledger Trans- actions	20
SF-1017E	Register of Obligations Incurred	20
SF-1017F	Distribution Register	20
SF-1017G	Journal Voucher	20
SF-1019	Account Current	20
SF-1023	Voucher Distribution Card	
SF-1030	Transportation Request & TR Memorandum	22
SF-1033	Identification Card (Transportation)	22
SF-1034	Public Voucher for Purchases & Services Other than Personal	22
SF-1035	Public Voucher for Purchase and Service Other than Personal (continuation)	
SF-1036	Statement and Certificate of Award	7
SF-1038	Application and Account for Advance of Funds	20 - 22
SF-1042	Schedule of _____	20
SF-1044	Schedule of Collections	20
SF-1045	Summary of Collections	20
SF-1046	Schedules of Transfers-Special Deposits	20
SF-1047	Public Voucher for Refunds	22
SF-1048	Memo Copy 1047	22
SF-1049	Public Voucher for Refunds (tabular form)	22
SF-1050	Memo Copy 1049	22
SF-1055	Claim Against the United States for Amounts Due in the Case of a Deceased Creditor	21
SF-1063	Collecting and Disbursing Officers or Agents Report of No Transactions	
SF-1069	Voucher for Allowances at Foreign Posts of Duty	
SF-1071	Mileage Voucher	22
SF-1072A	Payroll Personal Services	22
SF-1075	Pay Receipt for Cash Payment	
SF-1076	Special Per Diem etc. Payment	
SF-1080	Voucher for Transfers Between Appropriations and/or Funds	20
SF-1081	Voucher & Schedule of Withdrawals & Credits	20
SF-1090	Telephone Service Statement	22
SF-1091	Summary - Telephone Service Statement	22
SF-1093	Schedule of Deductions from Payments to Contractor	
SF-1094	Tax Exemption Certificate	22
SF-1096	Schedule of Voucher Deductions	20 - 21
SF-1097	Adjustment Voucher to Effect Correction of Errors	20 - 22
SF-1098	Schedule of Canceled Checks	20
SF-1100A	Notice of Exception and Reply (Copy for Admin. Use)	22

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<u>Form Number</u>	<u>Title</u>	<u>Disposal Schedule Item Number</u>
SF-1101	Miscellaneous Obligation Record	21
SF-1103	U. S. Government Bill of Lading, 1104, 1105, 1106	22
SF-1107	Temporary Receipt in Lieu of Government Bill of Lading	15
SF-1108	Certificate in Lieu of Lost Bill of Lading	22
SF-1109	U. S. Govt. Bill of Lading (Continuation) 1110, 1111, 1112	22
SF-1113	Public Voucher for Transportation Charges	22
SF-1114	Bill for Collection and Official Receipt	20
SF-1114A	Official Receipt	20
SF-1114B	Collection Voucher	20
SF-1114C	Collection Voucher (for Administrative Office)	20
SF-1115	Register of Bills Issued	
SF-1119	Carriers Claim Record	20
SF-1120	Transportation Request Accountability Record	22
SF-1121	Bill of Lading Accountability Record	16
SF-1122	Application and Authorization to Make or Dis- continue Allotment from Pay of Civilian Employees Outside USA	
SF-1123	Voucher for Payment of Allotment of Pay of Civilian Employees Outside USA	
SF-1124	Notice of Allotments of Civilian Pay	
SF-1125	Pay Roll Control Register	22
SF-1125A	Pay Roll Control Register	22
SF-1126	Pay Roll Change Slip	22
SF-1127	Individual Pay Card	22
SF-1128	Payroll for Personal Services - Certification and Summary	22
SF-1129	Reimbursement Voucher	22
SF-1130	Time and Attendance Report	22
SF-1131	U. S. Govt. Transit Bill of Lading (Includes 1131A, 1132, 1133, 1134)	22 - 15
SF-1135	Time and Attendance Report (Short Form)	22
SF-1136	Time and Attendance Report (Long Form)	22
SF-1137	Leave Record	22
SF-1138	U. S. Government Transportation Request	22
SF-1139	U. S. Government Transportation Request	22
SF-1140	U. S. Government Transportation Request	22
SF-1141	U. S. Government Transportation Request	22
SF-1143	Advertising Order	22
SF-1144	Public Voucher for Advertising	22
SF-1145	Voucher for Payment Under Federal Tort Claims Act	22
SF-1146	Public Voucher of Purchases and Services Other than Personal (for use in foreign countries only)	



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<u>Form Number</u>	<u>Title</u>	<u>Disposal Schedule Item Number</u>
SF-1147	Request for Issuance of Replacement Check Due to Error in Name and/or Designation of Payee	
SF-1150	Record of Leave Data Transferred	22
SF-1151	Appropriation Transfer Authorization	
SF-1152	Designation of Beneficiary	22
SF-1153	Claim of Designated Beneficiary and/or Sur- viving Spouse for Unpaid Compensation of Deceased Civilian Employee	22
SF-1154	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee	22
SF-1155	Claim for Unpaid Compensation of Deceased Civilian Employee (No designated Beneficiary or Surviving Spouse)	22
SF-1156	Public Voucher for Fees and Mileage of Wit- nesses	
SF-1157	Claim for Fees and Mileage of Witness	
SF-1158	Certificate in Lieu of Lost U. S. Government Request for Transportation	22
SF-1159	Schedule of Collection for Available Special and Trust Fund Receipts	20
SF-1160	Grant and/or Schedule of Foreign Allowances for Temporary Lodging, Quarters, Post, Transfer and Separation	
SF-1161	Public Voucher for Payments to Participants in Cultural Cooperation Programs	
SF-1162	Continuation Sheet for SF-1161	
SF-1163	Register of Changes in Payments to Partici- pants in Cultural Cooperation Programs	
SF-1164	Claim for Reimbursement for Taxicab Expenses	
SF-1165	Receipt for Cash-Subvoucher	
SF-1166	Voucher and Schedule of Payments	21
SF-1167	Continuation Sheet SF-1166	21
SF-1168	Request for Issuance of U. S. Savings Bonds, Series E	21 - 22
SF-2800	Application for Death Benefits	40
SF-2801	Application for Retirement	40
SF-2802	Application for Refund of Retirement De- ductions	40
SF-2803	Application for Service Credit	40
SF-2806	Individual Retirement Card	22
SF-2807	Registers of Separations and Transfers Civil Service Retirement System	21
SF-2807-2	Annual Summary-Retirement Fund Transactions	21
SF-2808	Designation of Beneficiary	21

OF-4 Employee Record Card

SCS 5-20-54



## 822.2 METHODS OF DISPOSAL

The regulations of the National Archives Council specify that records authorized for disposal shall be disposed of by any of the following methods:

- (1) Sale as Waste Paper. Cause the records to be sold as waste paper: Provided that, unless the said records shall have been macerated or otherwise treated in such a manner as to destroy their record content, any contract for sale of them shall prohibit their resale as records. See Title 3, Chapter 4, Part 2, Section 201.02 of the General Services Administration Regulations.
- (2) Destruction. Destroy by burning or otherwise, if they cannot advantageously be sold or if, in the opinion of the Officer in Charge, destruction is necessary to avoid the disclosure of information that might be prejudicial to the interests of the Government or of individuals. See Title 3, Chapter 4, Part 2, Section 201.04 of the General Services Administration Regulations.
  - (a) Confidential Records. If the records authorized for disposal are of a confidential nature, they should be burned, macerated or otherwise treated in such a manner as to destroy their record content. (Note: The destruction of classified material must be in accordance with the "Security Regulations of the Department of Agriculture.")
- (3) Transfer to non-Government Agencies. Cause them to be transferred, with the approval of the Archivist of the United States and without cost to the Government, to any government, organization, institution, corporation, or person that has made application for them. The transfer procedure is the same as outlined in 842. All requests for transfer shall be submitted to the Chief, Records Management and Communications Branch, Washington 25, D. C. See Title 3, Chapter 4, Part 2, Section 201.03 of the General Services Administration Regulations.

## 822.4 NON-SCHEDULE DISPOSAL

Records not amenable to scheduling or not included on existing schedules will be accepted by a Federal Records Center.

- (1) Conditions of Acceptance.
  - (a) That the records are not authorized for immediate disposal.

- (b) That facilities for housing and providing reference service on the records are available.
- (2) Priority for Transfer. Priority will be given for the removal of records from office space, from space convertible to office use, from leased space, and from filing equipment which can be reused. When this condition is found to exist at a field location, the Administrative Officer should consider moving the records to a Federal Records Center.

Usually, material in this category is represented by inactive record collections accumulated prior to the development of disposal schedules. See Title 3, Chapter 4, Section 302.02 of the General Services Administrative Regulations.

#### 822.5 PROHIBITION ON PURCHASE OF FILING EQUIPMENT

Upright filing sections may not be purchased without the prior approval of the Washington Office. This prohibition does not operate against the acquisition of such equipment from surplus, provided the transfer is effected without cost to the Service. See Paragraph 112.7 of ASD Handbook.

#### 822.6 USE OF FILING EQUIPMENT FOR STORAGE OF USELESS DOCUMENTS

Upright filing sections should not be used for the storage of documents authorized for disposal. Such sections should be emptied and made available for the maintenance of current records.

#### 823 RECORDS DEPOSITORIES

The records depository is the area allocated for the storage of inactive records. The organized records collection in the depository should contain (1) Those records which are contemplated for transfer to the Federal Records Center, and/or (2) Those records which are of long range value to the Service. It will also serve to house useless documents until such time as they are eligible for disposal.

- (1) Management of Records in Depository. The records in the depository should be, as far as possible, organized according to the Standard File Outline. In many instances the reclassification in detail of old material will be impracticable. However, an attempt should be made to incorporate this type of record material by larger groups, such as entire folders or series of folders. The removal of useless documents should be accomplished prior to such action.
- (2) Identification of Records in Depository. The folders in the depository will be labeled similarly to those in the active file and new folders will not be prepared until expansion is necessary. Records will be filed in chronological order and normally there will be no major breaks for fiscal years, except such breaks may be indicated by small tabs within the



individual folders. A general exception to this rule may be made to case files which follow a fiscal year pattern or where disposal is rendered easier by such breakdown.

- (3) Upkeep of Depository. The depository should be clean, well ventilated and lighted, secured from unauthorized entry and furnished with such equipment as will permit the adequate servicing of the records. Precaution should be taken to protect the records against loss by fire, and insect, rodent and water damage. Generally speaking, only State headquarters records should be stored in the depository. Field records may be stored there when they possess archival values.

#### 824 MICROFILMING

As a result of a survey made within the Service, it was found that the future volume of microfilming is not sufficient to warrant the purchase of a microfilm machine for use by the National Office and the former Regional Offices. When it is necessary to microfilm State Office records, the State Administrative Officer may have the work done by a local company on a job service basis. This method is used in the National Office and is believed to be more economical than renting a machine. If volume warrants, the Administrative Officer should explore the possibility of entering into a cooperative agreement with other Federal Agencies in the same city as the State Office for rental of equipment on a four-month basis, as provided for under contracts in Class 18, Part IV, Federal Supply Schedule.

Where the Federal Records Centers are located in or near the same location as the State Office, inquiry should be made to see if they have facilities for microfilming.

All inquiries and requests for assistance in the microfilming of records should be directed to the Records Management and Communications Branch at the National level.

#### 825 AVAILABILITY OF INFORMATION AND RECORDS

1AR 534,535 of the Departmental Regulations provides in detail instructions regarding availability of information and records. Except as restricted under the regulations, records of the Soil Conservation Service may be made available to properly interested persons, provided the request for examination is approved by the State Conservationist or, if in Washington, by the Administrator. Denial of access to records will be handled in accordance with paragraph "h" of the above mentioned regulation.

Questions regarding the applicability of the regulation to any group of records may be resolved by submission through the Records Management and Communications Branch to the Solicitor.



## 830 COMMUNICATIONS

In connection with the above, good communications are essential to the efficient operation of an organization as wide spread as the Soil Conservation Service. There are several basic types of communication facilities: mail, telegraph, telephone, radio, and messenger service. The efficient and economic utilization of these facilities is dependent upon a broad knowledge of what can be accomplished consistent with administrative requirements. Careful planning will necessitate continuing studies to exploit fully such factors as airline and train schedules, telephone hookups, different types of telegraph service, and the like. See 1 AR 943, 946 of the Departmental Regulations. See Administrator's Memorandum No. 33, dated April 28, 1954.

## 830.2 PREPARATION OF CORRESPONDENCE

(1) Style. The format of letters, the style, paper used, etc., will be governed by both the U. S. Department of Agriculture Correspondence Style Manual and any S.C.S. supplement thereto. Particular reference is invited to the arrangement of a letter file as illustrated on page 6 of the Style Manual above mentioned.

(2) Number of Copies. The basic requirements, so far as the Records Management & Communications Branch is concerned, are:

(a) Outgoing Correspondence - Washington and State Offices.

The original signed letter

The official subject file copy (pink - properly initialed)

Two (2) extra copies - one (1) colored for reader file, and one (1) for mailing with outgoing letter)

Information copies as may be necessary (always white)

(b) Memoranda - Washington and State Offices

The original signed memorandum

One (1) official subject file copy (pink - properly initialed)

One (1) extra copy, colored, for reader file

Information copies as may be necessary (always white)

Note: Where a memorandum is sent out of the office (from the State to the Washington office, for example), it should be accompanied by an extra white copy.

(3) Telegrams - Washington and State Offices(a) Number of Copies

The original signed telegram (Standard Form 14-A)

One (1) confirmation copy

One (1) official subject file copy (pink - properly initialed)

One (1) extra copy, colored, for reader file

In Washington, one (1) extra copy on white manifold (tissue) for the use of the Department telegraph office.

(b) Preparation. Addresses on telegrams going to persons or organizations outside the Service should consist of the individual addressed, if to a person, his firm or organization, and his street address or name of building. The words "Soil Conservation Service" should be added after the name of the signer. Titles should not be used either for the recipient or the sender. Telegrams directed to Soil Conservation Service personnel will be addressed to the individual followed by "Soil Conservation Service" and the name of the city. Room numbers, street addresses and the like need not be used except in isolated cases where there is some doubt as to the addressee receiving the telegram. In that case, use the full address. Cases of where there are two or more service addresses in one town will also require that full addresses be used. Attention is invited to page 30 of the Department Style Manual regarding the preparation of telegrams.

(4) Subject Line. All correspondence will carry a subject, conforming, wherever possible, with one of the subjects listed in the SUBJECT INDEX (811.1 (3) ). Where the list does not contain a subject which fits the correspondence in question, a subject should be supplied by the writer of the letter. The subject thus selected should be as concise as possible and clearly descriptive of the matter contained in the correspondence. It should be so worded as to be suitable for inclusion in the standard list of subjects given in the above index. The subject line on letters will be placed two spaces below the salutation flush with the left margin. See Administrator's Memorandum No. 33, Section B, Paragraph 1

(5) Listing Subjects on Correspondence. In the list of subjects shown in 811.1 (3), it will be noted that the cross reference is listed first followed by the category and the secondary numerical numbers in which the material will fall when classified and filed. In showing the subject line on correspondence only the cross reference need be used as in the examples shown below:



Accountability of Property

Agricultural Conservation Program

Bills of Lading

Crop Rotation

Farm Planning

Military Leave

Penalty Indicia, Use of

Requests for Assistance

Seed Production

Technical Guides

Watershed Protection

Wage Administration

- (6) Use of Subject Line in Classifying Correspondence for Filing. It should be recognized that the classifier cannot depend upon the subject line as the single criteria for proper filing although it may often be helpful in determining the classification of correspondence. All material must be read carefully to determine whether the subject line is accurate and whether it represents the main subject of the letter or memorandum. This is necessary inasmuch as the filing classifications may not be as familiar to the dictator or to the stenographer as they are to the file clerk who is assigned the responsibility.
- (7) Routing Slips. When documents, forms, reports, etc., are merely transmitted between offices of the Service, a routing slip and not a letter or memorandum should be used. When the transmitting office retains in its files a copy of the document transmitted, a notation should be made thereon as to date of transmission. Separate routing slips should be used for each type of document being transmitted.
- (8) Initialing of Correspondence. All offices should observe the following rules regarding the initialing of carbon copies. The dictator's and stenographer's initials (e.g. JRMartin:MJD) should be typed below the list of enclosures and flush with the left margin on all file copies of correspondence.



## 831 MAIL

This includes all the facilities offered by the United States Post Office. Their use by federal agencies is subject to legislation and regulation. First-class mail is dispatched under penalty indicia which requires no postage stamp. The privilege of this indicia is extended to certain other mail.

All questions regarding postal service which cannot be resolved by the local postmaster should be referred to the Records Management and Communications Branch in Washington.

## 831.1 THE PENALTY INDICIA

Section 301 of the Penalty Mail Act of 1948 (39 USC 321i), as amended by Public Law 286 - 83rd Congress, requires the Department (a) to report to the Postmaster General on acquisition and year-end inventories of envelopes, labels, cards and other articles bearing penalty mail indicia and (b) based on such accountings, to transfer to the Post Office Department as postal revenue the equivalent amount of postage due on penalty indicia used in order to provide reimbursement for transmission of official Government mail matter. The law further provides that the amount payable to the Post Office Department be determined in accordance with regulations prescribed by the Postmaster General. Such regulations were issued in Order No. 55348 released by the Postmaster General on August 31, 1953, and supplemented by instructions entitled "Reports of and Payment for Matter Bearing Penalty Indicia" dated September 1, 1953. The following procedure sets forth reporting practices to be observed by States and Territories and provides instructions to be followed in computing the postage payable on Soil Conservation Service mailings.

## 831.11 USE OF PENALTY INDICIA

See Section 615 to 620 of the Postal Laws and Regulations for authority to use Penalty Indicia. The use of Penalty Indicia is limited exclusively to official business. If it is proper to use the Penalty Indicia, an equivalent amount of postage due on each one must be determined on the class of mail involved (Class 1-2-3 or 4).

- (1) The personal use of the penalty privilege or of envelopes bearing the penalty indicia is prohibited. Penalty envelopes may not be used for chain or messenger envelopes or for mailing where postage stamps are affixed and cover the complete cost of mailing, e. g., airmail, foreign mail, etc.
- (2) In cooperation with the Department and the Post Office Department, the following general instructions have been developed regarding certain specific uses of the penalty indicia by the Soil Conservation Service.
  - (a) Questionnaires, notices of meetings, bulletins, pamphlets, letters, etc., may be mailed by employees of the Service under Government penalty to cooperators, farmers,

831.11 Continued

or other individuals provided that the subject matter relates exclusively to the employee's official commission and to the requirements of the work conducted by the Service. For example: Notices of meetings of a privately organized group of individuals at which their group objectives, plans, etc., will be discussed, may not be mailed under Government penalty even though the broad aspects of the work may have a relation to the general objectives of the Service. However, invitations to attend a meeting called by an official of the Service for the furtherance of the public interest and official business, may be mailed under penalty. Bulletins, pamphlets, and other publications may be mailed under Government penalty subject to the provisions of Section 6, amended, of the Treasury Post Office Appropriation Act of June 30, 1939.

- (b) Self-addressed penalty cards or envelopes may be enclosed for use in making reply to questionnaires, notices, etc., subject to the following provisions of the law as set forth in Section 37.9 (e), Postal Laws and Regulations:

"A self-addressed penalty envelope or card, bearing the reply address of the authorized employee of the United States Department of Agriculture who furnishes it, may be sent out to farmers and other persons from whom official information is desired, provided such information is to be used strictly in furtherance of the work for which the employee received the Federal appointment. Caution should be used in this respect for fear of the abuse of the privileges by uninstructed individuals."

These provisions do not contemplate that penalty cards or envelopes may be furnished to persons to enable them to mail free of postage communications which clearly relate to the personal business of the individual concerned. For example: A communication to the cooperators in a district which outlines the plans for the year and proffers certain types of aid, may not be accompanied by a self-addressed penalty card or envelope for use by the cooperator in making reply. In this case, although the ultimate benefits derived from the cooperator's utilization of the proffered aid may accrue to the objective of the work of the Service, the immediate benefit is to the cooperator and as such should warrant the expenditure of postage by him in order to obtain the benefit.

- (c) The preparation or completion of conservation district memoranda of understanding, amendments and supplements thereto, and pertinent papers, often necessitate their



831.11 Continued 2

being mailed from and to Service officials and district supervisors. The fact that such documents ultimately become a part of the official archives of the Service makes their consummation an official necessity. It follows that the provisions of 39 USC 321 are applicable, and, therefore, the addressees may be furnished with self-addressed penalty envelopes.

- (d) Personnel employed jointly by a State and the Service: Where a percentage of such an employee's salary is paid by the Service, personnel actions originate in or are passed on by the Service, and the Service exercises general supervision and the power of veto of proposals and recommendations, such employees may be considered as employees of the U. S. Department of Agriculture and are permitted to use the penalty privilege provided it is used exclusively in the discharge of their official duties
- (e) The answer to the various questions which may arise concerning the use of the penalty privilege should be predicated upon the answers to the following questions:

- (1) Is the individual who uses the penalty privilege an employee of the Government discharging his official business? Or,
- (2) Is the individual using the penalty privilege in compliance with a request made by a Federal employee to obtain official information which is necessary to further the public interests?

In the event the answer to either one of the above-mentioned questions is "yes", the penalty privilege may be used; if the answer is "no", the penalty privilege may not be used. However, if there is doubt concerning any specific problem which may arise, the matter should be taken up with the Records Management and Communications Branch, Washington 25, D. C.

- (3) Neither the penalty indicia nor official postage stamps may be used to communicate directly with a hotel for the purpose of requesting a room reservation. Likewise, the privilege may not be used for a within-Service letter written solely for the purpose of securing room or hotel reservations. In this latter case, however, such a request may be contained in an official letter, provided that it is incidental to the major subject of the letter.
- (4) Restrictions on Use of Penalty Mail - No agency of the Department of Agriculture shall transmit through the mail, free of postage, any book, report, periodical, bulletin, pamphlet, list,



831.11 Continued 3

or other article or document unless one or more of the following conditions is satisfied:

- (a) A request for such item has been previously received.
  - (1) Acceptable forms of request - any written request or recorded oral indication that a person or organization desires a specified publication (s) or information on a specified subject (s) shall constitute a request within the meaning of this paragraph.
  - (2) Mailing list request - A request to be placed on a mailing list for the purpose of receiving matter on specified subjects shall constitute a request within the meaning of this paragraph.
- (b) Transmission is required by law - Such transmission applies only to material concerning which there is express statutory direction for mailing. It does not apply to material printed under general statutory authority to disseminate or make public information.
- (c) Document is transmitted to inform affected party - Transmission by penalty mail of material described in this paragraph is permissible to advise the recipient thereof the adoption, amendment, or interpretation of a statute, rule, regulations, or order to which he is subject.
- (5) Exceptions to Restrictions on Use of Penalty Mail - The provisions of paragraph (4) above do not apply to the following types of mailings:
  - (a) Official letter correspondence - Includes such enclosures as are reasonably related to the subject matter of the correspondence. Any official message signed by a Department Officer and sent to any individual or organization shall be regarded as official letter correspondence. The letters may be circular letters, identical in content for mailing to a list of addresses.
  - (b) Informational releases in connection with the Decennial Census of the United States.
  - (c) Mail concerning sale of Government Securities.
  - (d) Certain administrative material - All forms and blanks, copies of statutes, rules, regulations, and instructions

## 831.11 Continued 4

and administrative orders and interpretations necessary in the administration of Department business.

- (e) Mailings of material when necessary to the conduct of public business - Materials of the type described in paragraph (4) may be sent under penalty privilege by agencies of the Department to persons within the Department without prior request, when necessary to the conduct of public business.
- (f) Mailings to educational institutions, public libraries, and public authorities - Nothing in the Act prohibits the mailing, under penalty privilege, of materials listed in paragraph (4) to educational institutions or public libraries, or to Federal, State, or other public authorities.
- (g) Lists of agricultural bulletins and public documents - Nothing in the Act prohibits the mailing, under penalty privilege, of lists of agricultural bulletins or of lists of public documents which are offered for sale by the Superintendent of Documents. (The term "agricultural bulletins," as used in the preceding sentence, is not restricted to the Farmers' Bulletin series.)

## 831.12 TYPES OF DATA TO BE REPORTED

- (1) It will be necessary to distinguish between inventory accounts, i.e., procurement, production, and stocks of articles bearing penalty indicia, and usage accounts, i.e., actual mailings through the postal service.

- (a) Inventory Data

Penalty Indicia material acquired and on hand are to be reported as of June 30, each year on Form AD-296, Annual Inventory of Penalty Matter. See Paragraph 831.18. Material acquired locally or received by transfer from agencies outside the Department of Agriculture are to be reported after the close of each quarter (Sept. 30, Dec. 31, March 31, and June 30) on Form AD-298, Quarterly Statement of Penalty Indicia Matter Acquired Locally, and Certificate of Compliance. See Paragraph 831.17 (2). These inventories will include the following:

Envelopes - Small  
Envelopes - Large

Not over 4-1/2" x 10-3/8"  
Over 4-1/2" x 10-3/8"

831.12 Continued

Labels	
Wrappers	
Cards - Small	Not over 3-9/16" x 5-9/16"
Cards - Large	Over 3-9/16" x 5-9/16"
Tags	
Other Items	

(b) Usage Data

New regulations of the Post Office Department issued pursuant to P.L. 286, require reports of mailings under penalty indicia, in terms of:

First Class mail, i.e., letters and written matter (handwritten or typed) transmitted by envelope or package, post cards, etc., including printed questionnaires after they have been filled out for return.

Second Class mail, i.e., printed, offset, or multilithed (but not mimeographed) periodicals issued for public distribution at least quarterly. Any such publication should be definitely identifiable as a series bearing the same title on at least four issues a year, published by the same office, to qualify as a periodical entitled to second-class postage rates.

Third Class mail, i.e., bulletins, circulars, printed cards, forms (including outgoing mailed questionnaires), miscellaneous printed and duplicated matter, merchandise, books, seeds, cuttings, bulbs, roots, scions and plants, blood samples, grain and soil samples, etc., not exceeding 8 ounces in weight. It is not necessary in transmitting Third-class matter that envelopes or packages be open for inspection, provided they are sent under penalty indicia. Penalty indicia mailings of Third-class matter in sealed envelopes or packages, accordingly, may be classified as Third-class in computing postage charges.

Fourth-Class mail, i.e., all mailable matter not in first or second-class, exceeding 8 ounces but not more than 4 pounds in weight.

Such data will reflect the usage of penalty indicia. For further information on Classes of Mail, see Paragraph 831.2.

831.13 CLASSES OF MAIL AND RATES APPLICABLE

Mailings of penalty indicia materials are to be accounted for and postage computed on the basis of the class of mail involved. There will be no change in the service heretofore rendered by the Post Office Department nor in the handling of penalty indicia matter. The United States



831.13 Continued

Official POSTAL GUIDE provides information on the classification of mailable articles and materials and the postage rates applicable, except as modified herein:

- (1) First-Class Mail. Postage payable on envelopes, or packages weighing less than four (4) pounds, containing or constituting first-class mail matter, will be computed as follows:
  - (a) 3¢ each for envelopes or packages not in excess of size 4-1/2 x 10-3/8 inches, designated as "small."
  - (b) 9¢ each for envelopes and packages of a size in excess of 4-1/2 x 10-3/8 inches, designated as "large."
  - (c) All registry fees will be prepaid and will not be included in the Quarterly Report, Form AD-297. If Penalty Indicia material is used, the postage charges will be computed as indicated in (a) and (b) above and included in the report. See Paragraph 831.2 (7) on Registered Mail.

Post Cards will be computed at 2¢ each, unless over 3-9/16 x 5-9/16 inches in which case a rate of 3¢ each applies.

- (2) Second-Class Mail. This class of mail is normally restricted to newspapers, magazines, and other periodicals containing notice of second-class entry. With respect to official Government periodicals, the Post Office Department has waived the notice of entry for such publications as the following, issued at least quarterly:

Agricultural Decisions (Monthly)  
Agricultural Research (Monthly)  
Agricultural Situation (Monthly)  
Bibliography of Agriculture (Monthly)  
Extension Service Review (Monthly)  
Fire Control Notes (Quarterly)  
Foreign Agriculture (Monthly)  
Agricultural Economics Research (Quarterly)  
News for Farmer Cooperative (Monthly)  
Nutrition News Letter (Monthly)  
Soil Conservation (Monthly)

This waiver extends also to other (1) printed, offset, or multilithed (but not mimeographed) periodicals, (2) distributed at least quarterly, and (3) providing public information for farmers, institutions and organizations in response to specific request. For the guidance of its personnel, each Agency should determine and list the periodicals, if any, which may be treated as second-class mail.

831.13 Continued 2

Periodical publications of the Department of Agriculture described above as eligible for second-class rates entail postage charges at various rates.

- (a) If single copies are transmitted bearing penalty indicia imprint (self-mailers), or alone in an enclosure, the second-class rate applicable is also 2¢ for the first 2 ounces and 1¢ for each additional 2 ounces.
- (b) If distribution of numerous copies is involved and bulk mailing procedures are followed, a pound rate is applicable. Agriculture periodicals herein described qualify as special rate publications to be transmitted at a rate of 1.8¢ per pound (if there are not over 32 pieces per pound) plus 1.8¢ per pound additional for each additional 16 copies (or fraction thereof) per pound, as shown below:

<u>Pieces Per Pound</u>	<u>Rate Per Pound</u>
32 or fewer	1.8 cents
33 - 48	3.6 cents
49 - 64	5.4 cents
65 - 80	7.2 cents
81 - 96	9.0 cents
97 - 112	10.8 cents

- (3) Third and Fourth-Class Mail. All material not eligible for transmittal as first or second-class mail will be accounted for as third or fourth-class mail, depending on the weight of the item. There is a limit of 8 ounces on third-class mail and rates vary as follows:

<u>Matter</u>	<u>Regular Rate</u>	<u>Bulk Rate</u>
Miscellaneous printed matter, circulars, merchandise, drawings, photographs, etc.	2¢ for first 2 ounces 1¢ for each additional ounce or fraction thereof.	14¢ per pound, minimum of 1½¢ each piece.
Books of 24 pages or more, seeds, cuttings, bulbs, roots, scions, and plants.	2¢ for first 2 ounces 1½¢ for each additional ounce or fraction thereof.	10¢ per pound, minimum of 1½¢ each piece.

Fourth-Class mail which may be sent under penalty indicia will apply to items weighing more than 8 ounces and not over 4 pounds. Items in excess of 4 pounds must be transmitted as regular parcel post and penalty indicia may not be used. The rates applicable (revised October 1, 1953) are to be determined on the basis of weight, nature of the material and the zone of destination.



## 831.14 MAILING PATTERN FOR LOCAL OFFICES (AREA &amp; WORK UNIT)

On March 19, 1954, at the Administrative Officers' Conference, it was determined by voice vote that the March 31 Quarterly Summary of Penalty Mailings for each State would be used to establish the mailing pattern for local offices such as Area and Work Units. On the basis of the pattern disclosed, a formula method of computing penalty mail volume and costs should be adopted and thus eliminate record keeping at Area and Work Units.

Other field service units within a State need not make a report of their mailings provided a mailing pattern is worked out in the same manner as for Area and Work Units. If this is not done, an actual count should be made similar to that in a State Office or Field Unit of the Cartographic Division.

Effective as of April 1, 1954, all Penalty Indicia material such as envelopes and cards (small and large), labels, wrappers, tags, etc., received by transfer from the Regional Office, and the Penalty Indicia material already on hand, will be carried as inventory stock at each State Office. A record will be maintained on an Inventory Card showing the number of Penalty Indicia received by acquisition (See "Penalty Indicia Stock Control - Acquisition" card (attached) and issues (See "Penalty Indicia Stock Control - Issuance" card attached) made to the Area or Work Units during each quarter.

The Post Office requires that Penalty Mail costs be determined for each class of mail. Different rates apply for 1st, 2nd, 3rd, and 4th class mail which makes it necessary to establish what rates are typical for local office operations (Area and Work Units).

The attached formula is a hypothetical case where a mailing pattern was established based on the 3rd quarter summary reports received by a State Office from three (3) Areas and fifteen (15) Work Units.

The percentage factors listed for small and large envelopes and "all other items" were determined as follows:

STEP 1 - Shown here are data recorded and reported for the 3rd quarter by Area and Work Units as summarized by the State Office.

STEP 2 - Shown here are factors based on data in Step 1.

The percentage of small envelopes used for 1st class mail (550) was 67%. The postage value for 550 1st class small envelopes was \$16.50, or a unit cost of .03 cents.

The percentage of small envelopes (275) used for 3rd class mail was 33%. The postage value for 275 3rd



831.14 Continued

class small envelopes was \$6.88 or a unit cost of .025 cents.

The percentage of large envelopes used for 1st class mail (250) was 32%. The postage value for 250 = 1st class large envelopes was \$22.50 or a unit cost of .09 cents.

The percentage of large envelopes used for 3rd class mail (400) was 52%. The postage value for 400 = 3rd class large envelopes was \$24.80, or a unit cost of .062 cents.

The percentage of large envelopes used for 4th class mail (120) was 16%. The postage value for 120 = 4th class large envelopes was \$25.08, or a unit cost of .209 cents.

During the 3rd quarter, the Area and Work Units mailed 320 pieces with either labels, wrappers, cards or tags. The percentage of pieces mailed as 1st class (80) was 25%. The postage value for 80 pieces of 1st class mail was \$4.56, or a unit cost of .057 cents.

The percentage of pieces mailed as 4th class (240) was 75%. The postage value for 240 pieces of 4th class mail was \$53.52, or a unit cost of .223 cents.

After carefully reviewing the procedure for determining the mailing pattern and the factors set forth above (identified in the Formula as Step 2), a similar pattern should be established by consolidating the Summary Reports received from the Area and Work Units in each State for the period January 1 to March 31, 1954, inclusive. Once the formula or pattern is set up, it may be used in making reports for subsequent quarters and need not be changed unless the pattern becomes invalid.

STEP 3 - Shown here are data taken from State Office Inventory Cards indicating the number of items issued to Area and Work Unit Offices in a particular quarter.

In pursuing the hypothetical case, it is assumed that each State Office has set up as of April 1, 1954 an Inventory Record Card showing the number of Penalty Indicia on hand and the issues made to the Area Offices during the months of April, May and June 1954. At the close of the quarter, Form AD-297, "Certificate of Official Matter Mailed Under the Penalty Privilege" must be prepared (See Paragraph 831.17 (1) ).

STEP 4 - Shown here are data to be reported for Area and Unit Offices in compiling the information for submission of a State report on Form AD-297.

831.14 Continued 2

In using the formula, 67% of 900 equals 600 small 1st class envelopes used during the 4th quarter. The unit cost of .03 cents times 600 equals \$18.00. Again, using the formula 33% of 900 equals 300 envelopes used as 3rd class mail. The unit price of .025 cents times 300 equals \$7.50.

The Inventory Card also shows that 800 large envelopes were issued to Area Offices during the same months. In using the formula, 32% of 800 equals 256 envelopes used as 1st class. The unit cost of .09 cents times 256 envelopes equals a postage value of \$23.04. Again, using the formula 52% of 800 equals 416 large envelopes used as 3rd class. The unit cost of .062 cents times 416 - 3rd class envelopes equals a postage value of \$25.79. On 4th class mail, 16% of 800 equals 128 envelopes. The unit cost of .209 cents times 128 equals a postage value of \$26.75.

Under the heading "All Other Items," the Inventory Card shows that 400 items such as post cards, labels, tags, etc., were issued to the Area Offices. By using the formula, 25% of 400 equals 100 pieces of 1st class mail issued at a unit cost of .057 cents or a postage value of \$5.70. On 4th class items, the formula shows that 75% of 400 equals 300 pieces. The unit cost of .223 times 300 equals \$66.90.

This formula does not include mailings made from the State Office. An actual count should be made for the State Office through use of AD-192 "Daily Tally Sheet Penalty Mailings" and Form AD-191, "Monthly Summary of Penalty Mailings." State Office data is then combined with Area and Work Units in the report made to the Washington Office on AD-297, "Certificate of Official Matter Mailed Under the Penalty Privilege" (See 831.17 (1) ).

#### 831.15 DAILY TALLY SHEET - PENALTY MAILINGS - FORM AD-192 (Test)

This form will be used to record the number of items mailed each day and the postage value applicable to each item. It will be used at each State Office and Cartographic Units not attached to a State Office for administrative purposes. It should be used at any other locations where Penalty Indicia material cannot be furnished by Area or Work Unit Offices. (Watershed Protection Units, Flood Prevention Units, Snow Survey Units, etc.) - See Sample attached.

#### 831.16 MONTHLY SUMMARY OF PENALTY MAILINGS, FORM AD-191 (Test)

This form provides for entries summarizing each day's activities and the accumulations of totals for the month. At the end of each month, all locations using Form AD-192 will total all columns and



831.16 Continued

post to Form AD-191. Although this form is entitled "Monthly Summary of Penalty Mailings" there will be no objection if it is used as a Quarterly Report instead of monthly. See sample attached.

831.17 QUARTERLY REPORTS

(1) Certificate of Official Matter Mailed Under the Penalty Privilege-  
Form AD-297 (Copy attached)

The above form is used to report at the close of each quarter (September 30, December 31, March 31 and June 30) the number of Penalty Indicia envelopes, labels, wrappers, cards, tags, and "All Other Articles" transmitted through the mail by a State or Territorial Office or other locations. It is also used to certify that an equivalent amount of postage is due the Post Office Department based upon the classes of mail involved.

It should be noted that the total number of pieces (Col. (h) ) on the four quarterly forms, AD-297, must equal the total mailed (Col. (g) ) on Form AD-296. See reference to column (g) in Sec. 831.18 (1).

(a) Computations

The data for this form will be arrived at by the application of a formula (See Paragraph 831.14) based on actual count of January - March 1954 mailings, to the amount of Penalty Indicia material furnished to Area and Work Unit headquarters, plus the actual count of State Office mailings, maintained daily on Form AD-191. Computations for Interim Regional Offices and Cartographic Units will be made from actual counts. If Interim Regional Office is closed prior to June 30, report may be made immediately.

(b) Signature

The form should be signed by the State Conservationist or one designated by him for such purposes. Administrative Officers assigned to Field Cartographic Divisions, located at Milwaukee, Wisconsin, Fort Worth, Texas, and Spartanburg, S. C., may sign for those locations.

(c) Copies Required

The report will be prepared in an original and one (1) copy. The original should be mailed to the Records Management and Communications Branch, Washington, D. C., in sufficient time to reach that office on the 15th of the month following the close of each quarter.



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(2) Quarterly Statement of Penalty Indicia Matter Acquired Locally,  
and Certificate of Compliance, Form AD-298

(a) PART I: Penalty Indicia Prepared or Procured Locally

When articles bearing Penalty Indicia are prepared or procured otherwise than under contract made by the Postmaster General or from or through the Government Printing Office, a Quarterly Report, September 30, December 31, March 31, and June 30, shall be submitted to the Washington Office on Form AD-298 showing the number of pieces prepared or procured. (See sample attached).

Include in this report Penalty envelopes received by transfer from the Treasury Department for the mailing of checks, and bonds.

(b) PART II: Certificate

This portion of the form is a certification that all provisions of the Penalty Mail Act have been complied with. In substance, it is a certification that nothing was transmitted through the mail free of postage in violation of the law.

(c) Procurement Report

When Penalty envelopes are ordered under contracts made by the Postmaster General or when articles bearing the Penalty Indicia are ordered from or through the Government Printing Office, a copy of each purchase order issued during the Quarter must be forwarded with the above report at the close of each quarter.

Care should be taken to insure that combined orders for both Penalty and non-Penalty material be properly annotated in order to distinguish between those with the penalty clause and those without the penalty clause.

Purchase orders or requisitions which cancel and amend previous documents should be forwarded along with the original document at the end of the quarter, provided, of course, that such orders are for penalty material.

(1) Identification of Source of Procurement - Permits

Permits are no longer required for the preparation or production of matter bearing Penalty Indicia. Permit

831.17 Continued 2

numbers may be omitted from Penalty matter hereafter prepared or produced. Identifying symbols "(PMGC)" or "(GPO)" will continue to be printed on envelopes and articles procured under contracts made by the Postmaster General or ordered from the Government Printing Office. As stated in Paragraph 831.17 (2) (a), local production or preparation of matter bearing Penalty Indicia will be reported on Form AD-298.

(d) Signature

The form should be signed by the State Conservationist or one designated by him for such purposes. Administrative Officers assigned to Field Cartographic Units located at Milwaukee, Wisconsin, Fort Worth, Texas, and Spartanburg, S. C., may sign for their locations.

(e) Copies Required

The report will be prepared in an original and one (1) copy. The original should be mailed to the Records Management and Communications Branch, Washington, D. C., in sufficient time to reach that office on the 15th of the month following the close of each quarter.

831.18 ANNUAL INVENTORY OF PENALTY MATTER - FORM AD-296 (Copy attached)

- (1) At the close of each fiscal year, an annual inventory is to be furnished the Washington Office on Form AD-296 showing, among other things, the quantity of Penalty Indicia material on hand and on order at the end of last fiscal year and the quantity on hand and on order at the end of this fiscal year.

For the fiscal year ending June 30, 1954, the Washington Office will fill out columns (c), (d), (e), (f) and (g). The State Offices and Territories and Field Cartographic Units at Fort Worth, Texas, Milwaukee, Wisconsin, and Spartanburg, S. C., will fill out columns (h), (i) and (j). It should be noted that the total number of pieces shown as mailed in column (g) must agree with column (h) on the four quarterly forms AD-297. See reference to column (h) in Sec. 831.17 (1).

The figures used in columns (i) and (j) by each of the above offices as the fiscal year ending inventory on June 30, 1954 will be the fiscal year inventory shown in columns (c) and (d) for the subsequent fiscal year beginning July 1, 1954.

For the fiscal year beginning July 1, 1954, all State Offices, Territories, and Field Cartographic Units at Fort Worth, Texas,



831.18 Continued

Milwaukee, Wisconsin, and Spartanburg, S. C., will complete this form in its entirety. Since this inventory is taken as of June 30, 1954, it is assumed that the Interim Regional Offices will not have any stock Penalty Indicia material on hand or on order. If there is any on hand, it should be transferred to the Field Cartographic Unit where applicable or to the State Offices located in the same town as the former Regional Offices for inclusion in their inventory stock as being on hand June 30, 1954.

(2) Material to be Counted

- (a) Envelopes - All envelopes bearing printed Penalty Indicia should be counted. Small and large envelopes should be inventoried separately as provided for in column (a) and (b), Item 1 and 2, of this form. Plain, messenger, airmail, and similar types of envelopes that are not dispatched under the Penalty Privilege and do not have the Penalty Indicia printed on the face are not to be counted.
- (b) Labels, wrappers, cards and tags bearing Penalty Indicia are to be counted regardless of whether they were printed, mimeographed, or otherwise prepared. Small and large post cards are to be inventoried separately. See column (a) and (b), Items 5 and 6 on form AD-296.

(3) Material on Hand

The count of Penalty Indicia on hand should be limited to that in stockrooms or in similar storage facilities and should include all types of articles bearing the Penalty Indicia, regardless of the sources from which such articles were obtained originally. Materials in office cabinets and desk drawers should not be included in the count. The quantity on hand should be the same as that indicated on the Penalty Indicia Stock Control Card - Acquisition.

(4) Central Supply Division Stocks

Penalty Indicia material listed below purchased with Soil Conservation Service funds is carried as stock by the Central Supply Division. The quantity on hand in that Division as of June 30, 1954, will be included in the Washington Inventory.

SCS-171	MAILING FRANKS - LABELS
SCS-172	SHIPPING TAGS
SCS-174	SOIL SURVEY SHIPPING TAGS
SCS-186	POST CARD - SINGLE
SCS-188	POST CARD - DOUBLE



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Any of the above items carried as stock in a State Office or other location (Field Cartographic Units), the quantity shown by the Penalty Indicia Control Card - Acquisition as being on hand should be included in the State Inventory.

(5) Materials Stocked by the Government Printing Office

Inventories of materials bearing the Penalty Indicia stocked for the Soil Conservation Service by the Government Printing Office shall be considered as "on hand" and should be included in the inventory.

(6) Materials Stocked by the General Services Administration

Inventories of materials bearing the Penalty Indicia stored or stocked for Soil Conservation Service by supply centers of the General Services Administration should be regarded as "on hand" and are to be included in the Inventory.

(7) Reports of Articles Transferred

Whenever envelopes, labels, or other articles bearing the Penalty Indicia are transferred to another Department or Agency of the Government outside the Department, a receipt therefor should be obtained and forwarded to the Records Management & Communications Branch. In the event any such articles are received by the Soil Conservation Service, the return address should be overprinted or corrected in order to provide proper identification.

(8) Reports of Obsolete Forms

Show in column (h) number of pieces on which the Penalty Indicia is obliterated or the number of pieces destroyed because of obsolescence, or other reasons for adjustments. Attach to the form a statement (one copy) which should contain (a) identification of the matter, i.e., whether envelopes, labels, etc., (b) information as to the source of the matter (c) the date of its acquisition (d) the reason for its destruction or alteration, and (e) such other data as may be considered pertinent. Although complete information pertinent to (b) and (c) may not be available in all cases, whatever is available should be supplied.

(9) Signature

The form should be signed by the State Conservationist or one designated by him for such purposes. Administrative Officers assigned to Field Cartographic Units located at Milwaukee, Wisconsin, Fort Worth, Texas, and Spartanburg, S.C., may sign for their locations.

(10) Copies Required

The report will be prepared in an original and one (1) copy. The

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original should be mailed to the Records Management & Communications Branch, Washington, D. C., in sufficient time to reach that office on the 15th of the month following the close of each quarter.

## 831.2 CLASSES OF MAIL

Mail is divided into various categories as used by the Post Office Department. The following instructions pertain to the use of the penalty indicium, or the prepayment of postage on these various types of mail.

- (1) First-Class Mail includes written matter, namely, letters, postal cards (private mail, cards), business reply cards and letters in business reply envelopes and all matter wholly or partly in writing, whether sealed or unsealed, except manuscript copy accompanying proof-sheets, or corrected proof-sheets of the same. Typewritten and carbon copies, or letter press copies are considered the equivalent of hand writing. The penalty privilege may be used on first-class mail weighing up to four pounds. First-class mail in excess of four (4) pounds and up to seventy (70) pounds (the first-class limit) will be charged for at the fourth-class rate.
- (2) Second-Class Mail. This includes newspapers and periodicals bearing notice of entry as second-class matter. There is no weight limit. This type of mail is not used very often by the Service.
- (3) Third-Class Mail, includes circulars, books, catalogues, having, including the cover, twenty-four pages or more and other printed matter on paper not having the nature of actual personal correspondence. Proof-sheets, corrected proof-sheets and manuscript copy accompanying same, merchandise, drawings, seeds, bulbs, cuttings, records and plants, and all other mailable matter not embraced in the first and second-classes when sent in packs weighing up to and including eight ounces.
- (4) Fourth-Class Mail - Parcel Post includes all mail not in the first and second classes which weigh over eight ounces. Such packages originating in and sent to first-class post offices are restricted to a maximum size of seventy-two inches in length and girth combined; and are restricted to forty pounds in weight in Zones 1 and 2 and twenty pounds in Zones 3 through 8. The old limitation of 100 inches in length and girth combined and 70 pounds in weight will continue in effect for parcel post packages addressed to or originating in second, third and fourth class post offices. Matter covered in fourth-class mail weighing not over four pounds may be mailed under the penalty



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privilege. Matter covered in fourth-class mail weighing over four pounds and not exceeding the weight limit and the measurement mentioned above, must be prepaid.

- (a) Post Office Charge Accounts - Offices having a business of \$100.00 or more per month may apply for permission to use a special type of parcel post charge account. Under this charge account system, a special stamp (authorized by the Post Office) is used to imprint the following inscription on the parcel:

U. S. POSTAGE  
PAID  
A/C (name of Agency)  
(Post Office and State)

Each mailing must be accompanied by an invoice or list, in duplicate, itemizing the parcels and showing for each the office or address and the weight. Space must be provided to enable the Postmaster to indicate the amount of postage. One copy of the invoice or list will be returned to the mailing office with the amount of postage indicated thereon. At the end of the month, the Postmaster will submit a bill for postage on Form 1034 (Revised), Public Voucher for Purchase or Service other than Personal. This credit arrangement may be used, in addition to regular parcel post, for such services as special delivery, special handling, insurance, and airmail.

- (b) The application should show the amount of business, both in dollars and the number of pieces and should be made to the local Postmaster, making reference to Order of the Postmaster General, Number 38045 (AR 5-4). Any difficulty encountered in working out arrangements with the local Postmaster may be resolved by sending the application directly to the Washington Records Management & Communications Branch for submission to the Third Assistant Postmaster General.
- (c) In the event the average monthly business is a little less than \$100.00, application for a charge account may be made, provided that the application contains, in addition to the information mentioned above, a statement of any other consideration which would make the credit arrangement advantageous.
- (d) Use of Parcel Post in lieu of Express or Freight - It has been estimated that the cost of processing a Government Bill of Lading is approximately \$4.00; therefore, when the total cost of transportation via parcel post is not more than \$4.00 in excess of the cost of transportation via freight or express, shipment by parcel post should be



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considered. This is true particularly in shipments from supply centers. There is another factor to be considered in arriving at the decision to use parcel post in lieu of express or freight, namely, its practicability. In many cases, the inconvenience and cost involved in getting bulky and heavy packages to and from post offices will outweigh the advantage of its use. Where such a situation exists, parcel post should not be used.

- (e) Mail matter not included in first, second and third class and not exceeding the maximum weight (see (4) above) nor greater in size than seventy-two inches in length and girth combined shall be fourth-class matter. Such mail is subject to parcel post rates published by the Post Office Department. These rates may be obtained from the local Post Office. In determining when parcel post or railway express is to be used, consideration should be given to the care in handling and reimbursement for loss, aspects of express versus the administrative cost of processing a bill of lading and a voucher.

(5) AIRMAIL (Limit 8 ounces)

Effective November 1, 1950 the rate of 6 cents an ounce or fraction of an ounce will continue to apply to all domestic airmail weighing up to and including 8 ounces, regardless of distance or zone, except that an air rate of 4 cents each is applicable to postal cards. Airmail requires full prepayment of postage, and envelopes, cards, wrappers, etc., bearing the penalty indicium shall not be used. These rates apply to mail transported by air as follows:

1. Within the continental United States, including Alaska.
2. To or from the continental United States, including Alaska, and (a) Hawaii, (b) Puerto Rico, (c) Virgin Islands of the United States, (d) Canton Island, (e) Canal Zone, (f) Guam and (g) any other place where the United States mail service is in operation.

Domestic and foreign airmail rates may be obtained from your local Postmaster.

Periodic time checks should be made on airmail in order to maintain tested schedules. Such checks may be made in conjunction with regular mailings and should not require extra

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expenditures of stamps.

Where airmail is used frequently to certain points, letters should be consolidated in one envelope in order to utilize the full weight limit.

In the National office, all letter mail, including five single page attachments, is airmailed to points west of the 102nd meridian.

(6) Air Parcel Post Service

Public Law 819 approved June 29, 1948, established an air parcel post service.

The zone rates prescribed for parcels carried by air (including other transportation to and from airmail routes) shall apply to mailable matter of any class weighing over 8 ounces, but not more than 70 pounds, nor exceeding 100 inches in length and girth combined, including written and other matter of the first class, whether sealed or unsealed. Rates for airmail in excess of 8 ounces will be furnished by local post offices.

The current airmail rate will continue to apply to all domestic airmail weighing up to and including 8 ounces, regardless of distance or zone.

(7) Registered Mail

For greater security in the transmission of valuable mail matter, the Post Office has adopted a uniform system of registration. The details of this service, together with the restrictions that the sender may place on the delivery of mail at the destination, are published in the Postal Laws and Regulations.

Envelopes, labels, wrappers, cards, and other articles bearing the penalty indicia shall be used, when weighing not in excess of 4 pounds. Registered first-class mail should be sent in penalty indicia envelopes plus a 30-cent registering fee. Registered airmail is sent in non-penalty envelopes and requires the payment of both the airmail and registry fee. Return receipts and registry fees must be prepaid by postage stamps. The fee for senders' return receipts for domestic registered mail shall be 7 cents when requested at the time of mailing. Mail should be registered only when it contains money or other equivalent, or is of unusual importance, and shall be registered without a declaration of value. Return registry receipts (for which there is always a charge) shall be requested only when such evidence of receipt by the addressee is necessary as a part of the record in formal proceedings.



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(8) Special Delivery

Mailable matter for which immediate delivery is desired (after the mail has reached its destination) should be sent special delivery. This involves the payment of an extra fee. Based on actual operations, it has been determined that special delivery does not afford faster service between the Washington and the State Offices. Special delivery is effective when mail is addressed to street addresses (outside of offices having post office boxes).

Envelopes, labels, wrappers, cards, and other articles bearing the penalty indicia shall be used. The additional fees for special services must be prepaid by postage stamps.

On January 1, 1952, the following special delivery fees, in addition to regular postage, became effective:

	First-Class Mail (Cents)	Second, Third or Fourth-Class Mail (Cents)
Up to 2 pounds	.20	.35
Over 2 pounds - up to 10 lbs.	.35	.45
Over 10 pounds	.50	.60

Prepayment of these fees on second, third or fourth-class mail entitles it to the most expeditious handling and transportation practicable, in addition to special delivery service at office of address.

(9) Special Handling

Articles subject to breakage should be sent special handling. This does not mean faster service, but does insure careful handling in transit. It involves a special fee.

(10) Rates on Film

Film, filmstrips, transparencies and slides for projection, microfilms, sound recordings and catalogs of such materials will be shipped under penalty frank when weighing less than four pounds.

- (a) Special Fourth-Class Rates on Film Weighing More Than Four Pounds. Such materials (see paragraph (10) above) may be mailed under a special rate if it meets the following conditions:

4 cents for the first pound or fraction thereof and 1 cent



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for each additional pound or fraction thereof when sent to or from (a) schools, colleges, universities, or public libraries, and (b) religious, educational, scientific, philanthropic, agricultural, labor, veterans (or fraternal organizations or associations not organized for profit and none of the net income is put to use of any private stockholder or individual). The films, slides, etc., referred to herein shall be positive prints in processed form for viewing. This special rate applies only to parcels of such materials addressed for local delivery, for delivery in the first, second, or third zone or within the State in which mailed. Each parcel mailed at this rate must be clearly endorsed by the sender "Sec. 34.83 (e), P.L.&R." on the non-penalty frank sticker. In every case the parcel shall show the sender or the addressee to be a school, college, university, public library or a non-profit religious, educational, scientific, philanthropic, agricultural, labor, veterans or fraternal organization or association. Please show this classification either in the address or in the lower left hand corner of the non-penalty frank sticker.

(11) Postage-Due Mail

Occasionally, the Post Office will notify an office that mail is being held for additional postage. In the event such mail is official, or if it is in the interest of the Government to receive it, it is permissible to pay the amount of postage due.

The Post Office Department will not accept postage stamps in payment of postage due; such payments must be made in cash. Since a petty cash fund is not maintained, it is suggested that someone in the office pay the amount and be reimbursed with postage stamps. Appropriate entry should be made in the stamp disposition record.

In the event the cost of postage due reaches any sizeable amount (sums of not less than \$1.00), the individual making the payment may submit a station voucher for reimbursement.

(12) Personal and Confidential Mail

Correspondence marked personal indicates that the mail is not of an official nature. Such mail may not be sent under Government penalty. Personal mail should be directed to the recipient's home address. Correspondence marked for personal attention does not mean that it is confidential; it should be opened, processed and sent directly to the addressee. Such mail should be routed directly to the person addressed. Correspondence marked confidential indicates that the correspondence is of a confidential nature and should not be opened by anyone except the addressee. At the addressee's discretion, such

## 831.2 Continued 6

material may or may not be returned to the Records Management & Communications Branch for filing. It should also be noted that there is no such thing as semi-official correspondence - it is either official or personal.

(13) Foreign Mail

Foreign mail must be prepaid by means of postage stamps. Envelopes, labels, wrappers, cards, and other articles bearing the penalty indicia shall not be used. The following countries are excepted from this requirement on articles weighing four pounds or less: Any possession of the United States, Bolivia, Canada, Chile, Columbia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras, (Republic of), Mexico, Newfoundland (including Labrador), Nicaragua, Panama, Paraguay, Peru, Salvador (El), Uruguay, and Venezuela. Envelopes, etc., bearing the penalty indicia must be used for mail destined to these countries. Matter weighing in excess of 4 pounds destined to these countries must be prepaid at the appropriate rates applicable to the country concerned. (See Postal Guide).

(14) Insured Mail

Mail dispatched by the Service will not be insured.

## 831.3 POSTAGE STAMPS

For information regarding the purchase of postage stamps, see Section 159 of the Procurement and General Services Section of the Handbook.

## 831.31 ACCOUNTING FOR POSTAGE STAMPS

Postage Stamps are considered in the same category as cash and must be carefully accounted for. Each voucher covering the purchase of stamps should be accounted for separately. Form SCS-611 stamped as disposition record is used for this purpose. An entry which gives the total value of stamps used is made for each item mailed. As each voucher is worked out, the SCS-611 is forwarded to the Budget & Finance Division for audit and attachment to the voucher.

Where special services (airmail, special delivery, etc.) are required, stamps may be enclosed for use by the sender of an article, document, or record. Such use of stamps is permissible only when necessary in the interest of the government. Justification of such necessity must be attached to the SCS-611 on which an appropriate entry should be made.



831.4 POSTAL ZONE NUMBERS

In many cities, the Post Office has divided the delivery area into numbered zones. When available, these zone numbers should be used in addressing mail. The zone numbers of sending office should be indicated in the return address.

831.5 POST OFFICE BOXES

Comptroller General's Decision B-57828, dated June 5, 1946, permits government agencies to pay post office box rentals for one year in advance, rather than making the quarterly payments in arrears. The procedure for making such payments will be found in the Budget & Finance Division Handbook.

831.6 SHIPMENT OF GOVERNMENT RECORDS

The railroad companies ship government records at reduced rates. For complete information on this subject, see Section 161 (2) of the Administrative Services Handbook, and 5 AR-533.

831.7 TESTED MAIL SCHEDULES

From time to time, check slips should be enclosed with outgoing mail. These slips should be executed by the addressee to show the date and time received and should be returned to the Communications Unit. In the case of special delivery, the return of the envelope may be desirable. Checks should be made only on within-Service mail.

The Communications Unit should analyze the information on the check slips in order to establish tested schedules for the dispatch of mail to all points usually covered. Tested schedules are of use in determining whether mail may be substituted for telegrams and vice versa, establishing mailing deadlines, and generally in improving communication service and effecting economies.

No special form is required for this purpose. Checks should be considered on a spot basis and should cover a period of at least a week.

831.8 GENERAL

- (1) Receipt System - A simple receipt system should be maintained by the Records & Communications Unit on articles of value such as checks, cash, money orders, etc. Mail addressed "Personal Attention Collection Clerk" should not be opened, but should be routed directly to the collection clerk. Such mail not so marked but opened, should be placed under the receipt system routine as it contains checks, money orders, etc. See attached sample of receipt system used at National level, which may serve as a Guide at the State level.



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(2) Use of Postal Mail Sacks

4 AR 582 prohibits the use of the postal mail sacks for the storage of records, books, and other matter. It also prohibits the dragging of such sacks over floors and pavements. The contents of mail sacks should be removed immediately upon receipt and the sacks returned to the Post Office Department as soon as possible.

(3) Bulk Mailing - December 1 - 26

Insofar as possible during the period December 1 to December 26, all bulk mailings of pamphlets, books, forms, or other printed matter should be withheld from the mails. This is not to be construed as prohibiting the mailing of official correspondence.

(4) Bundling of Envelopes

The Post Office Department has stated that the handling of mail will be expedited if such mail is delivered to the Post Office with all of the envelopes facing the same way and tied in bundles of thirty or forty. So far as possible, this procedure should be followed.

(5) Envelope Supply

A minimum supply of envelopes consistent with good management should be ordered and kept on hand. Excessive inventories create a storage problem. In addition, old envelopes develop dry-rot which makes them unsafe for use in the mail. Rotted envelopes should be destroyed and credit claimed in the quarterly report of penalty indicia.

(6) Mail Room Equipment

Mechanical aids such as automatic letter openers, and sealers, manual and electric time-stamps, post office scales, gummed-tape shooters, addressographs, along with such routine equipment as pigeon holes, wrapping tables, mail sack holders, etc., are available for use in expediting the processing of mail. Volume, of course, should be the determining factor in the selection of the quantity and type of equipment to be installed. The Washington Office will be glad to furnish information as to equipment available.

(7) Delivery of Washington Mail on Non-Work Days

Arrangements may be made for the delivery of mail (special delivery and registered only) to Washington personnel on non-work days, provided such personnel are performing duties in the Department of Agriculture. Notification that such an arrangement is desired must be received by the Records Management &

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Communications Branch, before noon of the day immediately preceding the non-work day.

832 TELEGRAPH

- (1) Telegraphic communication facilities should be used only for messages whose urgency requires faster service than that obtainable by mail. All persons who use communications facilities are required to use the least expensive means that will get the message to destination by required time and must minimize the use of extra-cost rapid communication. Telegraph service may be used only when no other type of communication, including mail or airmail, will deliver the message by the required time. (See Paragraph 833.1 (1) b; also Adm. Memo No. 33, dated 4-28-54, Section 7, Telephone and Telegraph).
- (2) Time zones and, in the summer, daylight-saving time, should be taken into consideration in dispatching telegrams. For example, a straight message dispatched from Portland, Oregon, 2:00 P. M., PST, will not reach Washington in time for delivery before the close of business. Time checks should be conducted occasionally in order to provide tested schedules and deadlines. Operators should observe such schedules and deadlines.

Telegrams shall be as brief as possible, for clarity, and unnecessary words shall be eliminated. Addresses shall consist only of information which is necessary to effect prompt delivery. Telegrams between offices of the Service shall not include titles, divisions or other superfluous words. Telegrams to private individuals or organizations may include titles, divisions or other pertinent information, if necessary to effect delivery.

The use of symbols, when possible, will effect savings in words and expense and, when applicable, the following symbols shall be used between the offices of the Service: (The first two letters indicate YOUR TELEGRAM, YOUR LETTER, etc., the third letter indicates the month as A - January, B - February, C - March, etc., and the figures indicate the day of the month).

YTG21	Regarding your telegram July 21	(one word)
YLG17	Regarding your letter July 17	(one word)
MTL31	Regarding my telegram December 31	(one word)
MLL2	Regarding my letter December 22	(one word)
OTA6	Regarding our telegram January 6	(one word)
OPA22	Regarding our telephone conversation January 22	(one word)
OLB19	Regarding our letter February 19	(one word)

For all telegrams going outside the Service, use RETEL, RELET, REOURLET, REOURTEL.

RETEL	Regarding your telegram	(one word)
RELET	Regarding your letter	(one word)



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REOURTEL Regarding our telegram (two words)  
REOURLET Regarding our letter (two words)

The symbols illustrated above should be written as one word and they are charged for as one word for each five (5) letters (or numerals) or fraction thereof.

- (3) Straight telegrams received too late for delivery during the business day should be sent night letter or, if possible, by mail. Night letters should be sent by airmail where overnight service is available. Telegrams (and file copies thereof) sent via mail should be so marked. Where it is obvious that urgency exists, the sender should be consulted in order that he may decide whether the use of telephone is required.

No charge is made for the following punctuation marks in messages between points in the United States: Comma, colon, period, semi-colon, dash, hyphen, quotation marks, parentheses, question mark and apostrophe. USE THE ACTUAL MARKINGS. (If spelled out a charge is made for the word). Avoid the use of STOP for a period. Use figures instead of words to indicate numbers, as figures are charged for at the rate of five (5) figures for one word. (12345-one word, 1234567-two words). Standard abbreviation may be used as ST. (street); AVE. (avenue), BLDG. (building).

- (4) Only official business is to be the subject of telegraphic traffic; however, telegrams directed to official addresses may contain a request for hotel reservations provided the request does not exceed 10 per centum of the total wordage of the text.
- (5) Signature shall be as brief as possible but shall include enough information to identify the sender, WHEN NECESSARY. The name of the individual and the Bureau will be transmitted without charge, but titles, branches and divisions are counted and charged for.

It is not necessary for Service personnel to use titles, bureau or divisions, with signatures, on telegrams to other S.C.S. offices.

#### 832.1 TYPES OF TELEGRAPHIC SERVICE

- (1) Straight Message is entitled to preferred commercial service, taking priority, in the transmission over telegraph lines over day letters. This is the most expensive service and the necessity therefor should be scrutinized. Generally speaking, a seventeen word message may be sent for the cost of a fifty word day letter.
- (2) Serial Service is a preferred service and may be utilized where two or more messages are sent to the same address. The messages must be filed simultaneously. A substantial saving can be effected in the use of this service.



832.1 Continued

- (3) Day Letters constitute a class of deferred service. They are transmitted only after all straight messages or serial messages are cleared. Delivery at the destination is given the same priority as a straight message. A fifty word day letter may be sent, generally speaking, for about one and one-half times the cost of a straight message of ten words.
- (4) Night Letters are messages transmitted after the usual business hours. The telegraph offices will accept night letters up to 2:00 A. M. of the morning on which they are to be delivered. They try to make delivery before 9:00 A. M. and from that standpoint the service is more or less reliable. Generally speaking, a twenty-five word night letter may be sent for about the same cost as a ten-word straight message and in some zones substantially cheaper.

832.2 RAPID WRITTEN COMMUNICATIONS SYSTEM

The Public Building Service operates a telegraphic service known as the Rapid Written Communication System. This consists of a network of leased wires connecting various cities in the United States. In conjunction with these direct connections, the PBA refiles messages via Western Union to and from points not included on their network. The use of this system, subject to PBA operating restrictions, is authorized for all offices of the Soil Conservation Service.

832.21 OPERATING CONDITIONS

The PBS leased wires facilities are classified as either "on-system" or "off-system". On-system points are those in which PBS maintains operating facilities. Off-system points are those in which there are no operating facilities maintained by PBS.

- (1) On-system Operations. Cities which are classified as on-system points are:

ALBANY, N. Y.  
 ALBUQUERQUE, N. M.  
 ATLANTA, GA.  
 BALTIMORE, MD.  
 BIRMINGHAM, ALA.  
 BOISE, IDA.  
 BOSTON, MASS.  
 BUFFALO, N. Y.  
 CHARLESTON, W. VA.  
 CHICAGO, ILL.  
 CINCINNATI, OHIO  
 CLEVELAND, OHIO  
 COLUMBIA, SO. CAR.  
 COLUMBUS, OHIO  
 DALLAS, TEX.  
 DENVER, COLO.

DES MOINES, IOWA  
 DETROIT, MICH.  
 EL PASO, TEX.  
 FORT WORTH, TEX.  
 HARTFORD, CONN.  
 HELENA, MONT.  
 HOUSTON, TEX.  
 INDIANAPOLIS, IND.  
 JACKSONVILLE, FLA.  
 KANSAS CITY, MO.  
 LITTLE ROCK, ARK.  
 LOS ANGELES, CALIF.  
 LOUISVILLE, KY.  
 MEMPHIS, TENN.  
 MIAMI, FLA.  
 MILWAUKEE, WIS.

832.21 Continued

MINNEAPOLIS, MINN.  
NASHVILLE, TENN.  
NEW ORLEANS, LA.  
NEW YORK, N. Y.  
OKLAHOMA CITY, OKLA.  
OMAHA, NEBR.  
PHILADELPHIA, PENN.  
PHOENIX, ARIZ.  
PITTSBURGH, PA.  
PORTLAND, ORE.  
RALEIGH, N. C.  
RICHMOND, VA.

ST. LOUIS, MO.  
SALT LAKE CITY, UTAH  
SAN ANTONIO, TEX.  
SAN DIEGO, CALIF.  
SAN FRANCISCO, CALIF.  
SEATTLE, WASH.  
SPOKANE, WASH.  
SYRACUSE, N. Y.  
TUCSON, ARIZ.  
TULSA, OKLA.  
WASHINGTON, D. C.  
WICHITA, KANS.

All SCS field headquarters located in or near these cities are urged to take full advantage of the economical facilities of this system. The PBA Operator will telephone incoming messages and mail a written confirmation, likewise, outgoing messages will be telephoned to the PBA Operator. All necessary arrangements should be made locally.

- (2) Off-system Operations. SCS Headquarters in cities off-system may send only to U. S. Government addresses located in an on-system point. To do this, Western Union facilities are used to reach a PBA operating point. The message is then refiled via PBA to the office of address. On the refile service, outgoing messages originating in field headquarters would be addressed to Public Buildings Service Teletype Centers located in the cities listed in Paragraph (1) above which are authorized to accept refile messages.

832.22 BILLING

No billing on this Service will be submitted to field headquarters for any message sent via PBA. They now bill Washington direct for all messages originating at an on-system point, regardless of whether they are straight or refile. They also bill the Washington headquarters for the PBA portion of transmittal where the message originates at an off-system point. In the latter case, the originating headquarters will be billed directly by Western Union. These charges will be only for the distance they handle the message.

The Budget & Finance Division in Washington, D. C., pays the bill and sends each State a Journal Voucher for its share. The charges received from Washington are all lump sum amounts and in order to determine the SCS appropriations to which these messages are to be charged, it will be necessary for each field headquarters now using PBA teletype facilities to take the following steps:

- (1) Make up an extra copy of all outgoing telegrams sent via PBA teletype system. Headquarters now using commercial



832.22 Continued

communications such as Western Union are not required to make extra copies of their outgoing telegrams.

- (2) Note in the lower left-hand corner the name of the activity and the work project symbol to which it should be charged, as SCS Operation, Flood Prevention, Surveys, or Watershed Protection.
- (3) At the end of each month, these copies should be sent to the State Fiscal Office for compilation of the charges to the various appropriations of the Service.

832.3 TELEGRAPH RATES

Effective October 24, 1947, the Federal Communications Commission authorized the elimination of the rate differential for U. S. Government domestic telegraph messages. As of that date, U. S. Government rates will be the same as commercial rates. This action increases the cost of telegraph services since the previous cost to the government was 80% of commercial. The cost increase emphasizes the necessity for exercising all possible economy in the use of telegraphic facilities.

832.4 TELEGRAPHIC PRIORITIES

Government domestic telegraphic traffic will not be given priority by the Western Union Telegraph Company. In order to secure preferred handling, it will be necessary to mark "Priority" immediately preceding the name and address. Priority handling may be given only to full rate and serial messages.

833 TELEPHONE

- (1) Telephones are installed in S.C.S. Offices for the transaction of official business. The use of the telephone for transaction of personal business, regardless of whether or not toll charges are involved, is prohibited.
- (2) Where volume warrants, local internal and long distance calls may be handled on a PBX or dial system. The latter system permits the operator to work part time on other duties as typing, indexing, microfilming, etc.

833.1 LONG DISTANCE CALLS (TOLL CALLS)

- (1) The use of long distance telephone service affords the fastest means of communication between points. Administrative Regulations have been issued which establish standards for long distance calls:

4 AR 504 and 505. Long Distance Telephone Calls



833.1 Continued

1. \*Standards and Controls

- a. Long distance telephone calls may be made only when the official business to be transacted is urgent, when a less expensive mode of communication will not serve the purpose, and when the making of such calls is definitely required by the interest of the Government.
- b. The minimum standards given below will be used by all officers and employees of the Department to test the urgency of a long distance call, and no long distance telephone expense shall be incurred unless:
  - (1) The efficient execution of important official business would definitely be hindered; or
  - (2) A monetary loss might result to the Government if a less expensive mode of communication were used; or
  - (3) The subject required to be discussed would necessitate travel if long distance telephone service were not used; or
  - (4) Immediate official action is required by an emergency situation relating to illness, injury, property damage, or other similar circumstances; or
  - (5) A wire or phone call will save a trip.
  - (6) Information is needed immediately and current work cannot proceed to good advantage without it.
- c. When it is determined that a long distance call is absolutely necessary, the person making the call should assemble all pertinent data and so organize the material that the call may be completed in the most efficient and economical manner. The conversation should be limited to the official business involved.
- d. Heads of agencies are responsible for expenditures for long distance telephone service and shall prescribe the necessary control measures, appropriate to each organization, to guard against unnecessary expenditures for such calls. Such measures shall include provisions for establishing in each unit of the organization those performance standards and procedures which, considering the operating

833.1 Continued 2

conditions to be served, appear most effective in keeping expenditures for long distance telephone service to a minimum consistent with efficient operation, and for insuring compliance with the Department-wide standards under which long distance telephone expense may be incurred.

- e. Communication by telephone or telegraph must always be confirmed by an appropriate numbered memorandum or letter if it has been used to establish any continuing policy or procedure or to make a commitment.

2. Certification

- a. The Act of May 10, 1939, 53 Stat. 738, provides that no appropriation shall be used for the payment of long distance telephone tolls except for the transaction of public business which the interest of the Government requires to be so transacted and unless each voucher, including travel reimbursement vouchers, covering such tolls carries a certification that the use of the telephone in such instances was necessary in the interests of the Government. The Chief of the Office of Plant and Operations, or a duly designated official of that office, is authorized to execute this certification on all vouchers covering long distance telephone tolls paid in Washington, D. C. Such certification shall in all cases be supported by appropriate certifications by responsible Bureau officials.
  - b. Any Officer authorized to certify and approve vouchers is authorized to execute the certification required by 53 Stat. 738 with respect to tolls paid in the field or reimbursed to travelers.
- (2) All employees should be informed of the regulations. Each call should be weighed in the light of the standards set forth in the regulations and any abuse of long distance facilities should be brought to the attention of the appropriate official.

833.2 TYPES OF SERVICE

(1) Person to Person

A person-to-person call is a service in which a specific individual is desired. The charge for the call begins when the person stipulated is reached (if the person called is not present and the conversation is with someone else, a person-to-person rate is charged). This service, generally speaking, is



833.2 Continued

thirty to forty percent more expensive than station-to-station calls; however, unless advance notice is given of the call, this service offers assurance that the proper person will be reached.

(2) Station-to-Station

Station-to-Station calls connect office with office, are cheaper than person-to-person calls, and should be utilized whenever possible. The charge for the service begins when the called telephone or private switchboard answers. Wherever possible, advance notice of the call should be given, either by letter or telegram, in order to avoid expensive person-to-person calls, and to permit time for collection of files and consideration of subject by the party being called.

(3) Conference Calls

Conference calls may be arranged for several people in one office to talk with personnel in one or more other office, regardless of location. Where this involves different outside lines, it is a very expensive means of communication and should be used only when great emergency exists.

833.3 TELEPHONE DIRECTORY LISTINGS

"Listing of Field Offices or Stations in Telephone and City Directories. For the convenience of the public and in order to facilitate the transaction of business in a locality where there is more than one field office or station of the Department of Agriculture, the representatives thereof should confer as a group and arrange with the proper authorities of the telephone and city directory companies for carrying in the local directories a consolidated alphabetical listing of the Department by organizations.

"Where there are other Federal Agencies in the same locality, the departmental group, preferably through the Federal Business Association or like organization, should endeavor to arrange for a consolidated listing of all Federal activities, alphabetically by departments, under the heading "United States Government."

"Cross listing by individual Bureau and activity designations will still be desirable in many cases because of lack of familiarity on the part of the public with the government organization."

See AR - 4 - 511-512.



833.4 TELEPHONE IN PRIVATE RESIDENCE

"Installation of Telephone in Government-owned Residences. Installation of telephone in government-owned private quarters of an employee, to receive service through a Department private branch exchange may be authorized but no appropriation of the Department may be expended for telephone service installed in any private residence or private apartment or for tolls or other charges for telephone service from private residences or private apartments, except for long-distance telephone tolls required strictly for the public business as shown by sworn vouchers approved by the head of the Bureau. Telephone service rendered through a departmental private branch exchange to private quarters shall be paid for monthly by the employee concerned. If, however, an employee having no other office or official headquarters, uses one or more rooms in his private residence exclusively for office purposes and as a public office, the payment for telephone service installed therein for his official use only is not prohibited." See 7 AR 230.5 b  
See 4 AR 492 a and b

833.5 SWITCHBOARD OPERATION

The switchboard should be manned at all times during working hours. The operator should be courteous at all times and make every effort to connect the party with the unit or person qualified to handle the call. Unnecessary referrals are to be avoided. An impression of an organization is quite frequently formed as a result of the way in which a telephone call is handled.

834 RADIO

- (1) Applications for or questions regarding the installation and use of radio communication facilities shall be directed to the Chief, Records Management & Communications Branch. Applications shall be accompanied by a statement of the purpose for which the equipment is to be used, the type of power available and its dependability, the type of communication desired, i.e., one-way, two-way, portable, mobile, tower-to-tower, etc., approximate distance to be covered and a topographic map of the area in which it is to be used.
- (2) Approved applications are cleared through the Departmental member of the Inter-Departmental Radio Advisory Committee for the assignment of frequencies and call letters.
- (3) Radio communication facilities may not be employed for the transmission of administrative traffic when commercial facilities are available. The use of such equipment will generally be restricted to fire protection and fighting in forests on Service-owned land.
- (4) The Director, Administrative Services Division, has been designated to serve as liaison officer between this Service and the Departmental

## 833.2 Continued

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- (4) The Director, Administrative Services Division, has been designated to serve as liaison officer between this Service and the Departmental



834 Continued

member of the Inter-Departmental Radio Advisory Committee. He has designated the Chief, Records Management & Communications Branch as his alternate.

## 835 MESSENGER SERVICE

- (1) Messengers are employed to carry mail to and from the mail room, to deliver and pick up mail at the Post Office, to open, time stamp and perform preliminary sorting of mail and to prepare mail for dispatch.
- (2) Messenger service should be scheduled operation with strict observance of the schedules in effect. There should be no fewer than two (preferably three) pickups, deliveries and internal distributions made during the day.

## 840 TRANSFER OF RECORDS BETWEEN AGENCIES OF THE DEPARTMENT

When functions are transferred from the Soil Conservation Service to another Bureau within the Department, the records for that function should be transferred to the new Bureau. A report covering the transfer should be forwarded to the Washington Administrative Services Division for transmittal to the Director of Plant and Operations.

## 840.1 RECORDS OF LIQUIDATED OR DISCONTINUED PROGRAMS

When a program or office within a State is liquidated or discontinued, the records should be handled in such a manner that a complete documentation is made of the activities being liquidated. Arrangements for the liquidation or disposition should be made in advance with the Director, Administrative Services Division of the National Office.

## 841 TRANSFER OF RECORDS TO FEDERAL AGENCIES OUTSIDE THE DEPARTMENT OF AGRICULTURE

When records are to be transferred to another Federal Agency, the Administrative Officer of the State will forward a request with the approval of the appropriate State Official to the Washington Administrative Services Division for appropriate action. The request should include the following information:

- (a) A concise description of the records to be transferred, including the volume in cubic feet.
- (b) A statement of the restrictions imposed on the use of records.
- (c) A statement of the number of reference requests per month made on the records, with information as to the Agencies and persons using the records and the purpose of such use.

## 841 Continued

- (d) A statement of the number of persons, if any, assigned to the administration of the records.
- (e) A statement of the current and proposed physical and organizational locations of the records.
- (f) Information as to why the proposed transfer is in the best interests of the Government, and
- (g) A justification for the transfer of records more than five years old.

When the necessary approval has been received from National Archives and Records Service, the State Administrative Officer will be advised.

Disposition of storage equipment and costs of transfers will be arranged for by agreement between the Agencies concerned.

## 841.1 EXCEPTIONS WHERE PRIOR APPROVAL NOT REQUIRED

Prior written approval from National Archives and Records Service is not required under the following conditions:

- (a) When records are transferred to Federal Records Centers (See Paragraph 842 or National Archives (See Paragraph 821.1)).
- (b) When records are loaned for official use.
- (c) When the transfer of records or functions or both is required by statute, Executive Order, or Presidential Reorganization Plan, or by specific determinations made thereunder.

## 842 TRANSFER OF RECORDS TO FEDERAL RECORDS CENTERS

Section 505 (d) of the Federal Records Act, 1950, authorizes the Administrator of General Services to establish, maintain and operate records centers for the storage, processing and servicing of records for Federal Agencies. Each State may take advantage of this service, if they so desire, in the operation of their Records Management Program. Prior approval for each transfer should be obtained from the Washington Administrative Services Division. Existing disposal schedules should be applied before the records are transferred. Arrangements for the transfer may be made with the Deputy Regional Director for Records Management in the General Services Administration region in which the records are located. No records are to be disposed of by the Records Center without the approval of the State concerned.



842.1 TRANSFER OF FISCAL RECORDS TO FEDERAL RECORDS CENTER AFTER ON-SITE  
AUDIT BY GENERAL ACCOUNTING OFFICE

After approval has been received from the Regional Manager, Division of Audits, General Accounting Office, the records are to be transferred to the appropriate Federal Records Center. They are to be recorded, identified or listed in accordance with the following instructions issued by the General Accounting Office:

"1. Cardboard containers, size 15" long, 12" wide, and 10" deep, uniformly adopted by the Federal Records Centers, will be utilized to the fullest extent practicable in order to eliminate reboxing and shelving problems. (See G.S.A. Federal Supply Service - Item 53-B-24992-128).

"2. The containers covering vouchers, schedules, accounts current, and supporting documents will be stenciled, or labeled by use of G.S.A. Form No. 398 to show name of disbursing officer, agency name and location, period of account, and description of contents. Contracts will be identified by series, fiscal year, and agency name and location. Containers will be numbered 1 of 5, 2 of 5, or as the case may be.

"3. Standard Forms No. 134, Records Shelf List, and No. 135, Transmittal of Government Records, will be prepared by the shipping agency and will bear evidence of approval by a representative of the General Accounting Office. An original and three copies should be forwarded to the Center in advance of each shipment. One copy receipted by an employee of the Center will be returned to the installation transferring the records, and one receipted copy will be transmitted to the Examination and Settlement Branch, Division of Audits, General Accounting Office, Washington 25, D. C., for records control purposes."

## 842.2 LOCATION OF FEDERAL RECORDS CENTERS

A. NATIONALGSA REGIONAREA SERVEDMAILING ADDRESS

Entire Federal Government  
(For personnel records of  
separated Federal employees)

Federal Records Center, GSA  
1724 Locust Street  
St. Louis 3, Missouri

B. REGIONAL

1

Maine, Vermont, New Hampshire,  
Massachusetts, Connecticut,  
and Rhode Island

General Services Administration  
Post Office and Courthouse  
Boston 9, Massachusetts



Administrative Services Division

842.2 Continued

<u>GSA REGION</u>	<u>AREA SERVED</u>	<u>MAILING ADDRESS</u>
2	New York, Pennsylvania, New Jersey, and Delaware	General Services Administration 250 Hudson Street New York 13, New York
3	District of Columbia, Maryland, West Virginia, Virginia, Puerto Rico, and the Virgin Islands	General Services Administration GSA Regional Office Building 7th and D Streets, S. W. Washington 25, D. C.
4	North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia, and Florida	General Services Administration Peachtree-Seventh Building 50 Seventh Street, N. E. Atlanta 5, Georgia
5	Kentucky, Illinois, Wisconsin, Michigan, Indiana, and Ohio	General Services Administration Room 528, U. S. Court House 219 South Clark Street Chicago 4, Illinois
6	Missouri, Kansas, Iowa, Nebraska, North Dakota, South Dakota, and Minnesota	General Services Administration Room 1800, Federal Office Building Kansas City 6, Missouri
7	Texas, Louisiana, Arkansas, and Oklahoma	General Services Administration 1114 Commerce Street Dallas 2, Texas
8	Colorado, Wyoming, Utah, and New Mexico	General Services Administration Bldg. 41, Denver Federal Center Denver, Colorado
9	California, Arizona, Nevada, and the Territory of Hawaii	General Services Administration 49 Fourth Street San Francisco 3, California
10	Washington, Oregon, Idaho, Montana, and the Territory of Alaska	General Services Administration 909 First Avenue Seattle 4, Washington

## ANNUAL STATISTICAL SUMMARY OF RECORDS HOLDINGS

(1) Authority

Under Title 3, Section 102.07 of the GSA Regulations, each Federal Agency, within sixty days after the close of the fiscal year 1952 and each year thereafter, shall submit to the National Archives and Records Service a statistical summary of records holdings.

In order to comply with this requirement, each State, Territorial, and Interim Regional Office should transmit to the Washington Administrative Services Division, an inventory prepared on SF-136, "Annual Statistical Summary of Records Holdings," in accordance with instructions on the lower half of the form and additional instructions set forth in the following paragraphs. The old "GSA Form 467" has been replaced by "SF-136." The only difference between the two forms is the change in number from "GSA Form 467" to "SF-136." If there is a stock on hand of the GSA-467 form, they may be used until the supply is exhausted.

(2) State Office, Territorial, Area and Work Unit Inventories

Each State Office, and Territorial Office should take their inventories in the same manner as in previous years using the work sheet or inventory form provided by the former Regional offices for inventories at locations below the State Office level (Area, Work Units, etc.). There is attached a copy of an un-numbered work sheet or inventory form which may be used for inventory purposes below the State level. However, as inferred above, there will be no restriction at this time placed on the type of work sheet or form used below the State level. Since there will not be too much fluctuation in the amount of records on hand in a two-week period, the inventories below the State or Territorial level may be completed any time after June 15 but not later than June 30. They should be returned to the State or Territorial Office for summarizing State or Territorial totals not later than July 1st of each year. When inventories are received in the State Office, they should be summarized and recorded in the proper columns on SF-136 as explained in paragraph 845 (2) (b).

(a) Records to be Included in the Inventory

All records in an office should be included in the inventory with the exception of blank forms and extra copies of bulletins or publications that are on hand for distribution to the public. An actual physical measurement of all records in an office must be made in order to comply with the law. The formula set forth on the lower portion of SF-136 may be used as a Guide.

845 Continued

Before measurements are taken, records eligible for disposition should be disposed of in accordance with existing disposal schedules. (See Disposal Schedule 822.1 and Combination File Outline and Disposal Schedule 822.1 (11)).

(b) Preparation of SF-136 (See Exhibit No. 11)

The following comments are made for guidance in preparation of this report:

ITEM 3 - Volume of records on hand at the beginning of the fiscal year (July 1, 1953)

In Column (B) show number cubic feet of records reported to former Regional Office as on hand at end of last fiscal year, June 30, 1953. This was Item 7 for last year.

ITEM 4 - Volume of records disposed of during the fiscal year (July 1, 1953 to June 30, 1954).

In Column (B) show number cubic feet of records disposed of by application of disposal schedules within States or Territories.

ITEM 5 - Volume of records transferred to Agency records center.

In Column (B) show None

ITEM 6 - Volume of records transferred to other Agencies during the fiscal year.

In Column (B), show number of cubic feet of State or Territorial records, if any, transferred to other Agencies. Records for Research, if any, Nursery and Land Utilization Projects formerly attached to Regional Offices will be reported by the Interim Regional Offices.

ITEM 7 - Volume of records on hand at end of fiscal year, (June 30, 1954).

In Column (B), show number cubic feet of all records on hand in State or Territorial



UNITED STATES DEPARTMENT OF AGRICULTURE  
SOIL CONSERVATION SERVICE

Indicate by  
Check Marks

		State Area W. U.	Field Party National
Location: _____	Type of Office: _____		

SOIL CONSERVATION SERVICE OWNED RECORDS MANAGEMENT EQUIPMENT:

How many Steel Filing Sections: 4-drawer \_\_\_\_\_ 5-drawer \_\_\_\_\_ Other \_\_\_\_\_

How many Wood Filing Sections: 4-drawer \_\_\_\_\_ 5-drawer \_\_\_\_\_ Other \_\_\_\_\_

How many Steel 3x5 inch card cabinets \_\_\_\_\_ How many drawers in all \_\_\_\_\_

How many Steel 5x8 inch card cabinets \_\_\_\_\_ How many drawers in all \_\_\_\_\_

How many Aerial photographic cabinets \_\_\_\_\_

RECORDS ON HAND:

CUBIC FEET

Correspondence and Documents . . . . . \_\_\_\_\_

Service work copies Farmer-District Agreements . . . . . \_\_\_\_\_

Supervisors' copies Farmer-District Agreements . . . . . \_\_\_\_\_

Cancelled copies Farmer-District Agreements . . . . . \_\_\_\_\_

Handbooks and Memoranda . . . . . \_\_\_\_\_

Publications (Reference copies only) . . . . . \_\_\_\_\_

4 inch aerial photographs . . . . . \_\_\_\_\_

Blank Forms . . . . . \_\_\_\_\_

Publications and Bulletins for public distribution . . . . . \_\_\_\_\_

8 inch aerial photographs 20x24 inches . . . . . \_\_\_\_\_

8 inch aerial photographs 25x26 or 27x28 inches . . . . . \_\_\_\_\_

Records in 3x5 inch card cabinets . . . . . \_\_\_\_\_

Records in 5x8 inch card cabinets . . . . . \_\_\_\_\_

RECORDS DISPOSED OF DURING 1954 FISCAL YEAR . . . . . \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



845 Continued 2

Office, including records transferred in from Interim Regional Office, Washington Office, etc. Show the actual volume on hand June 30, 1954 regardless of whether it is high or low in comparison with volume shown on hand at end of fiscal year June 30, 1953. The General Services Administration is not interested in the rate of accretion but they are definitely interested in getting an accurate count of records holdings for each Agency. For this reason, it will be necessary to take an actual count of records as there is no mathematical way to arrive at a figure for Item 7.

## ITEM 8 - 9 - 10

These three items will be taken care of at the Washington level.

(3) Interim Regional Office Inventories

Each Interim Regional Office should take their inventories in the same manner as in previous years, including any Nurseries or other locations that may be considered as still reporting to the Interim Regional Office. For the purpose of this one inventory, there should be included with the Interim Regional Office, records for the Cartographic Field Units, Engineering and Watershed Planning Units, Construction and Design Units, Plant Technologists, and other units, if all located in the same location as the former Regional Office.

After the abolition of the Interim Regional Offices, the Administrative Officer for the Field Cartographic Units at Spartanburg, S. C., Milwaukee, Wisconsin, and Fort Worth, Texas, will be responsible for preparing the Annual Statistical Summary of Records Holdings for the above Units beginning July 1, 1954.

Likewise, the Administrative Officer for each State Office in Lincoln, Nebraska, Albuquerque, New Mexico, and Portland, Oregon, will be responsible for preparing the Annual Statistical Summary of Records Holdings for the above listed Units in Paragraph 1, beginning July 1, 1954.

One (1) copy of SF-136 should be furnished in sufficient time to reach the Washington Office not later than August 1 each year.



(a) Preparation of Standard Form 136

The following comments are made on Items 3 to 7, inclusive, which may serve as a Guide in preparation of report.

- ITEM 3 - Volume of records on hand at the beginning of the fiscal year July 1, 1953.

In Column (B) show number cubic feet of records on hand or charged to the Regional Office on July 1, 1953. This could include Nursery, Land Utilization, and possibly some Research records not yet transferred.

- ITEM 4 - Volume of records disposed of during the fiscal year.

In Column (B), show number of cubic feet of Regional Office records disposed of during period July 1, 1953 to June 30, 1954 by application of disposal schedules.

- ITEM 5 - Volume of records transferred to Agency records centers during the fiscal year. In Column (B), show none the same as in previous years.

- ITEM 6 - Volume of records transferred to other Agencies during the fiscal year, July 1, 1953 to June 30, 1954.

In Column (B), show number cubic feet of records transferred to Federal Records Center, Forest Service, Nursery Program, and Research to BPI, if any, and any others not mentioned above.

- ITEM 7 - Volume of records on hand at end of fiscal year June 30, 1954.

The figure shown in Column (B) will represent the records actually on hand and charged to the Interim Regional Office, and will be the figure that should be used by the Administrative Officers for Item 3 on July 1, 1954. See Paragraph 845 (3) for further explanation.

- ITEM 8 - 9 - 10

These three items will be taken care of at the Washington level.

845

Continued 4

(b) Transfer of Records Within Service

It will be noted that the volume of records transferred by the Interim Regional Offices to the States, Territories, and Washington Offices will be included in the inventories submitted by the States, Territories, and Washington Office.

(c) Signature - Number of Copies Required

In view of the fact that the time is drawing near for the liquidation of the former Regional Offices, a verbal temporary waiver of the June 30 beginning date for Regional Office inventories was secured from the Department. You may proceed at once with the inventory. This applies only to the Regional Office Inventories.

The original of Form AD-136 or GSA-467 should be furnished the Washington Administrative Services Division as soon as completed and signed by the Official in Charge of the Interim Regional Office or one designated by him. One copy of the form should be furnished each Administrative Officer of the Cartographic Units and one (1) copy to each of the Administrative Officers for the State Offices, located in the same town as the former Regional Office.





## PUBLICATION OF INFORMATION IN THE FEDERAL REGISTER

- (1) The following procedure was authorized by the Chief of the Service on September 24, 1947:

"The issue of the Federal Register published September 11, 1946, contained information regarding the organization and operation of the Service required by the Administrative Procedure Act (Public Law 404 - 79th Congress, approved June 11, 1946). Undoubtedly, additional information will need to be published from time to time to comply with provisions of the Act. The purpose of this memorandum is to give you such information as we have regarding Soil Conservation Service responsibilities under the Act and to assign definite responsibilities to assure compliance by the Service.

"Section 3 of the Administrative Procedure Act (Public Law 404 - 79th Congress, approved June 11, 1946) requires that certain classes of information be made public through the medium of the Federal Register. The classes of information excluded from publication are those relating to (a) any function of the United States requiring secrecy in the public interest and (b) any matter relating solely to the internal management of any Agency. The classes included are:

"(a) Rules. - - Every Agency shall separately state and currently publish in the Federal Register (1) descriptions of its central and field organization including delegations by the Agency of final authority and the established places at which, and methods whereby, the public may secure information or make submittals or requests; (2) statements of the general course and method by which its functions are channeled and determined, including the nature and requirements of all formal or informal procedures available as well as forms and instructions as to the scope and contents of all papers, reports, or examination; and (3) substantive rules adopted as authorized by law and statements of general policy or interpretations formulated and adopted by the Agency for the guidance of the public, but not rules addressed to and served upon named persons in accordance with law. No person shall in any manner be required to resort to organization or procedure not so published."

"(b) Opinions and Orders - - Every Agency shall publish or, in accordance with published rule, make available to public inspection all final opinions or orders in the adjudication of cases (except those required for good cause to be held confidential and not cited as precedents) and all rules."

"Section 4 of the Act requires that, with certain exceptions, general notice of proposed rule making be published in the Federal Register, and establishes procedures in connection therewith. In our opinion, the Soil Conservation Service has few, if any, responsibilities under Section 4.

"Our first studies of the Act, in cooperation with representatives of the Solicitor's Office led us to believe that we would be required to publish considerable material. However, since we have complied with Section 3 of the Act, it is our present impression that relatively little information will be necessary for publication in the future. Representatives of the Solicitor's Office agree that the provisions in the September 11, 1946, publication for informational contacts with field offices will reduce the amount of publication which would otherwise be necessary. Prior to the passage of the Act, we published certain data in the Federal Register, such as Regulations under Title III of the Bankhead Jones Farm Tenant Act, regarding the use of Service-owned land. An example of such a Regulation would be the notice of temporary closure of land from livestock grazing and the authorization for the disposal of trespassing animals on such lands (FR: Vol. 11, No. 85; p. 4721, May 1, 1946). Regulatory material of this sort, as it affects the public, is required for publication under the terms of the Act.

"As you know, the provisions of the Act are extremely complicated and there is still considerable uncertainty in the minds of legal officers as to the proper interpretation of some of the provisions of the Act. Therefore, it is impossible to suggest many definite guides to assist in determining what material should be published. Any change in Service work not in accord with information published September 1946 would certainly require publication of revised information. Also, information regarding any proposed action of the Service affecting the public, not covered by instructions previously published, would need to be issued in the Federal Register. Particular attention is called to the fact that the public is not required to follow any procedure which has not been previously published in the Federal Register. This requirement should be the most reliable guide in deciding what information should be published.

"All States will be responsible for requesting the publication of any material which, in your opinion, is required to be published pursuant to law. Since we lack definite guides, it is quite likely that some doubtful cases will arise, and for the time being these will need to be discussed individually with representatives of the Solicitor's Office. In order to provide for orderly procedure incident to publication, I have designated the Director of the Administrative Services Division in Washington to be responsible



850 Continued 2

for securing legal advice from the Solicitor regarding publication and for arranging in proper form and obtaining the publication of such information as is necessary. All requests for publications and all inquiries regarding doubtful cases should be directed to the above-mentioned Division."

- (2) In Washington, requests regarding information considered necessary for publication in the Federal Register will be referred to the Chief, Records Management & Communications Branch.
- (3) A copy of Public 404, 79th Congress, should be on file in each State Office. Attention is invited to its detailed requirements.

## 860 MIMEOGRAPHING

The Mimeograph Unit is responsible for the duplication of all administrative and technical memoranda and handbooks, bulletins, press and news releases, training material, certain forms, and other material of a similar nature.

## 861 REQUISITION FOR MIMEOGRAPH WORK

Requisitions for mimeographing are submitted on Form SCS-25 (or similar form) which details the information necessary for the operator to complete the job. Prepared stencils may or may not be attached, depending upon State policy.

## 862 PREPARATION AND FILING OF STENCILS

- (1) High quality mimeograph work is dependent upon the use of properly cut stencils. Some of the things to observe are: correct margins, smooth and even touch on the part of the typist, frequent cleaning of the typewriter, and the minimum use of underscoring.
- (2) The use of a stencil over an extended period of time is conditioned by the care with which it is filed. For maximum service, a stencil should be well cleaned immediately after use.
- (3) Stencils prepared for one-time use should not be considered for permanent filing. The requisition should bear information relative to the estimated time it will be necessary to retain the stencil. This will permit the use of a tickler file and regular follow-up in order to dispose of this type of stencil.



## 863      DUPLICATED MATERIAL TO WASHINGTON OFFICE

(1) Bureau

On January 9, 1942, a procedure was established providing that certain duplicated material should be forwarded periodically to Washington for informational purposes. For the purpose of uniformity, material prepared during any one month should be sent within ten days after the end of the month. The type of material to be sent is described below:

- (a) Two (2) copies of all State numbered memoranda. These should be sent (by routing slip) to the Records Management & Communications Branch.
- (b) Material which has been specifically requested, as press releases, bulletins, etc., and material originating in the State which the State Conservationist or other staff member feels will be of interest to the subject matter division in Washington. Examples of this latter material will be handbooks, special reports, etc. Only one (1) copy of this type of material should be sent; it should be referred (by routing slip) directly to the individual or division concerned.

Standing orders, by types (outside those already mentioned), should not be issued to the Mimeograph Unit. Each item should be considered on its own merit.

(2) Departmental

3 AR 123, b & c, provide that each month three (3) copies of all mimeographed, multilithed, or dittoed publications, information materials, press and radio releases, administrative memoranda, regulatory announcements, etc., be sent to the Publications Warehouse, Office of Information, South Building, U.S.D.A. Two (2) copies of each document are supplied the Library. Normally, the Library will catalog all except obvious administrative materials (such as Budgetary Directives) in the Bibliography of Agriculture. This procedure permits public access to such documents and, in many cases, generates requests for copies of them. In order that in-Service material may not be cataloged in the Bibliography of Agriculture, the following procedure has been devised. It meets with the approval of the Department Library.

Material not desired to be published in the Bibliography of Agriculture should be marked or stamped "Restricted - for administrative use only." Authority may be found in 1 AR 584. This notice need be placed on only those copies which are sent to Washington.

Determination as to the material which will be marked as mentioned above should be made in the State Office. Generally, the following types of memoranda and releases are not considered suitable for public distribution.

- (a) Personnel policy, hiring, examining, qualifications, work hours, etc.
- (b) Fiscal - as Budget, accounting, audit, travel, payments, etc.
- (c) Contracts, property, and the like.
- (d) Instructions, issued pursuant to Executive Orders, laws, and Departmental Directives and Orders.
- (e) Mailing distribution lists, etc.
- (f) Reporting, such as progress and accomplishment reports, and statistical information.
- (g) Internal management; such as, how to work up a farm plan, procedure to apply, soils characteristics, engineering principles, biological, agronomic, engineering, and other technical guides prepared for the exclusive use of Soil Conservation Service technical personnel.
- (h) Guides and instructions, directives and the like, prepared for the guidance of Soil Conservation Service personnel in developing public relations. This will not include material prepared for public information and education.
- (i) Detailed administrative or technical instruction on how to do a job, when to do it, where to do it, and the like, which are prepared for the use of Soil Conservation Service personnel.
- (j) Safety - instructions, aids, safety tips, accident reports, etc., issued for the use of Soil Conservation personnel.
- (k) Equipment - management and inspection of equipment.





PENALTY INDICIA STOCK CONTROL-ACQUISITION

STOCK No.			DESCRIPTION						UNIT				
ORDERED			RECEIVED						MONTHLY CONSUMPTION				
Purchase order No.	Date	Quantity	Date	Quantity	Unit price	Total price		19 ____	19 ____	19 ____	19 ____	19 ____	
							JAN.						
							FEB.						
							MAR.						
							APRIL						
							MAY						
							JUNE						
							JULY						
							AUG.						
							SEPT.						
							OCT.						
							NOV.						
							DEC.						
							TOTAL						
							MO. AV.						

U. S. D. A. SOIL CONSERVATION SERVICE



U. S. D. A. SOIL CONSERVATION SERVICE





# FORMULA-PENALTY MAILINGS

NAME AND LOCATION OF REPORTING OFFICE

TO BE POSTED DAILY. TOTAL ALL COLUMNS ON LAST PAGE AT END OF MONTH

195

DAY OF MO.	CLASS OF MAIL	ENVELOPES				REGISTERED ITEMS		ALL OTHER ITEMS (LABELS, WRAPPERS, CARDS, TAGS, ETC.)		NO. OF BULK MAILINGS
		(4 1/2 x 10 3/8 AND UNDER)	(OVER 4 1/2 x 10 3/8)	NO. OF PIECES	POSTAGE VALUE					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
3rd QUARTER STEP 1	1st 2nd 3rd 4th	550 None 275 None	\$ 16.50 688	250 None 100 120	\$ 22.50 24.80 25.08			80 None None 240	\$ 4.56 53.52	xxx xxx xxx
FACTORS STEP 2	1st 2nd 3rd 4th	674 334	.03 .025	324 524 164	.09 .062 .209			254 754	.051 .223	xxx xxx xxx
4th QUARTER TOTALS STEP 3	1st 2nd 3rd 4th	900		800				100		xxx xxx xxx
DERIVATIVE REPORT STEP 4	1st 2nd 3rd 4th	600 300	18.00 7.50	256 116 128	23.04 25.79 26.75			100 300	5.70 66.90	xxx xxx xxx





MO. AND DAY	FIRST CLASS MAIL				THIRD CLASS MAIL						FOURTH CLASS MAIL				REGIS- TERED MAIL ALL CLASSES
	ENVELOPES		ALL OTHER ITEMS		ENVELOPES			ALL OTHER ITEMS			IDENTIFY ENVELOPE MAILINGS AS SMALL "(S)" OR LARGE "(L)".				
	SMALL	LARGE	LABELS, WRAPPERS, CARDS, TAGS, ETC.		SMALL	LARGE	LABELS, WRAPPERS, CARDS, TAGS, ETC.								
	NO. OF PIECES	NO. OF PIECES	NO. OF PIECES	POSTAGE VALUE	NO. OF PIECES	NO. OF PIECES	POSTAGE VALUE	NO. OF PIECES	POSTAGE VALUE	NO. OF PIECES	WT.	ZONE	POSTAGE VALUE		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
			\$			\$		\$					\$		

EXHIBIT No. 5 (reverse)  
831.15

SECOND CLASS MAIL											
DATE  (1)	ENVELOPES					(LABELS, WRAPPERS, IMPRINTS, ETC.)				NO. OF BULK MAILINGS  (11)	NAME OF PERIODICAL  (12)
	SMALL (PIECES) (2)	LARGE (PIECES) (3)	PIECES PER LB. (4)	WEIGHT (LBS) (5)	POSTAGE VALUE (6)	NO. OF PIECES (7)	PIECES PER LB. (8)	WEIGHT (LBS) (9)	POSTAGE VALUE (10)		
					\$				\$		

TO BE POSTED DAILY. TOTAL ALL  
COLUMNS ON LAST PAGE AT END OF MONTH

MONTH

[illegible]





FORM AD-297  
FEB. 54

UNITED STATES DEPARTMENT OF AGRICULTURE

CERTIFICATE OF OFFICIAL MATTER MAILED UNDER THE PENALTY PRIVILEGE

This report is to be submitted quarterly in accordance with applicable department and agency instructions. The report for the fourth quarter (to be submitted with Form AD 296, "Annual Inventory of Penalty Matter") should make proper adjustments for any errors or changes in the previous reports for the fiscal year. (Note: The total number of pieces (col. (H)) on the four quarterly forms AD 297 must equal the total mailed (col. (G)) on Form AD 296).

TO: (AGENCY, OR ORGANIZATIONAL UNIT THEREOF)

THIS REPORT IS BASED UPON:  
(CHECK ONE) ☐ ACTUAL COUNT ☐ ESTIMATED COUNT  
QUARTER ENDING

This is to certify that the report for the period indicated covers the estimated or actual (as checked above) number of envelopes and all other articles (including cards and items having labels, wrappers, tags, etc.) transmitted through the mail by the reporting office shown below, under the Penalty Mail Act of 1948, Title III of Public Law 785, approved June 25, 1948, as amended by Public Law 286, approved August 15, 1953, and that the equivalent amount of postage due thereon, computed on the basis of normal class of mail involved, is as stated below:

CLASS OF MATTER (a)	ENVELOPES				ALL OTHER (All cards, and all articles mailed with labels, wrappers, tags, etc.)		TOTAL	
	SMALL (Not over 4-1/2" x 10-3/8")	NO. PIECES (b)	POSTAGE VALUE (c)	LARGE (Over 4-1/2" x 10-3/8")	NO. PIECES (d)	POSTAGE VALUE (e)	NO. PIECES (f)	POSTAGE VALUE (g)
FIRST			\$			\$		\$
SECOND								
THIRD								
FOURTH								
TOTAL ALL CLASSES			\$			\$		\$
TOTAL AMOUNT PAYABLE TO POST OFFICE DEPARTMENT FOR THIS PERIOD .....								
FROM: (NAME & LOCATION OF REPORTING AGENCY, OR ORGANIZATIONAL UNIT THEREOF).							SIGNATURE OF CERTIFYING OFFICIAL .....	
DATE							NAME AND TITLE OF CERTIFYING OFFICIAL	





EXHIBIT No. 8  
831.17 (2) (a)

FORM AD-  
JAN 54 298

U.S. DEPARTMENT OF AGRICULTURE

To be submitted quarterly in accordance  
with applicable departmental and agency  
instructions.

QUARTERLY STATEMENT OF PENALTY INDICIA MATTER  
ACQUIRED LOCALLY, AND CERTIFICATE OF COMPLIANCE

FOR QUARTER ENDING

TO: (Agency--or organizational unit thereof)

FROM: (Agency--or organizational unit thereof)

PART I: STATEMENT OF MATTER BEARING PENALTY INDICIA PREPARED OR PROCURED LOCALLY

During the period covered by this report, there was prepared or procured otherwise than under contract made by the Postmaster General or from or through the Government Printing Office, matter bearing penalty indicia in the form and quantity stated below, including acquisitions from other agencies by transfer.

MATTER BEARING INDICIA	NO. PIECES
1. ENVELOPES--SMALL (Not over 4-1/2" x 10-3/8")	
2. ENVELOPES--LARGE (Over 4-1/2" x 10-3/8")	
3. LABELS	
4. WRAPPERS	
5. CARDS--SMALL (Not over 3-9/16" x 5-9/16")	
6. CARDS--LARGE (Over 3-9/16" x 5-9/16")	
7. TAGS	
8. OTHER ARTICLES	
TOTAL	

PART II: CERTIFICATE OF COMPLIANCE WITH THE PROVISIONS OF SECTION 306, TITLE III  
OF THE PENALTY MAIL ACT, PUBLIC LAW 785, AS AMENDED

Pursuant to the provision of section 306, Title III of the Act of June 25, 1948 (Public Law 785 - 80th Congress), that

"The head of each independent establishment and executive department (other than the Post Office Department) shall certify to the Postmaster General at the end of each quarter that nothing was transmitted through the mail free of postage by the independent establishment or department in violation of the provisions of this section,"

I hereby certify that during the quarter covered by this report, no book, report, periodical, bulletin, pamphlet, list, or other article or document was transmitted through the mail free of postage in violation of section 306 of the Penalty Mail Act of 1948, approved June 25, 1948, by the agency or organizational unit thereof shown above.

DATE

NAME & TITLE OF CERTIFYING OFFICIAL

SIGNATURE OF CERTIFYING OFFICIAL



UNITED STATES DEPARTMENT OF AGRICULTURE

ANNUAL INVENTORY OF PENALTY MATTER

TO: (AGENCY, OR ORGANIZATIONAL UNIT THEREOF)

This form is to be submitted annually with Form AD 297, "Certificate of Official Matter Mailed Under the Penalty Privilege", submitted for the last quarter of the fiscal year.

FOR FISCAL YEAR ENDING

ITEM	BEGINNING INVENTORY			ADDITIONS DURING FISCAL YEAR (Total all purchases, procurements, etc. during year)	USED DURING FISCAL YEAR		ENDING INVENTORY	
	NO. REPORTED ON HAND END LAST FISCAL YEAR	NO. REPORTED ON ORDER END LAST FISCAL YEAR	ADJUSTMENT (Attach detailed explanation)		MAILED (Total must agree with Form AD-297 Reports)	OBSOLETE, OBLITERATED, DESTROYED, ETC. (Attach detailed explanation)	NO. ON HAND END THIS FISCAL YEAR	NO. ON ORDER END THIS FISCAL YEAR
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1 ENVELOPES - SMALL <sup>1</sup>								
2 ENVELOPES - LARGE <sup>2</sup>								
3 LABELS								
4 WRAPPERS								
5 CARDS - SMALL <sup>3</sup>								
6 CARDS - LARGE <sup>4</sup>								
7 TAGS								
8 OTHER ARTICLES								
TOTAL NUMBER ARTICLES BEARING PENALTY INDICIA								
DATE	FROM: (NAME & LOCATION OF REPORTING AGENCY, OR ORGANIZATIONAL UNIT THEREOF.)				SIGNATURE OF CERTIFYING OFFICIAL			
NAME AND TITLE OF CERTIFYING OFFICIAL								

<sup>1</sup> Envelopes not over 4-1/2" x 10-3/8"

<sup>2</sup> Envelopes over 4-1/2" x 10-3/8"

<sup>3</sup> Cards not over 3-9/16" x 5-9/16"

<sup>4</sup> Cards over 3-9/16" x 5-9/16"





## CHECK AND MONEY ORDER RECORD

Sample





EXHIBIT No. 11  
845 (1)

STANDARD FORM 136  
APRIL 1953  
GENERAL SERVICES ADMINISTRATION  
REGULATION NO. 3-1-102

ANNUAL STATISTICAL SUMMARY  
OF RECORDS HOLDINGS

This form (original only) is to be submitted by each Federal agency within 60 days after the close of each fiscal year to the National Archives and Records Service, General Services Administration, Washington 25, D. C. See instructions below.

1. FISCAL YEAR ENDING

2. DEPARTMENT OR AGENCY

	DEPARTMENTAL (A)	FIELD (B)	AGENCY RECORDS CENTER (C)	TOTALS (D)
3. Volume of records on hand at the beginning of the fiscal year (cubic feet)				
4. Volume of records disposed of during the fiscal year (cubic feet) (Do not include records cleared for disposal in Federal Records Centers)				
5. Volume of records transferred to agency records centers during the fiscal year (cubic feet)				
6. Volume of records transferred to other agencies during the fiscal year (cubic feet) (Including Federal Records Centers or the National Archives)				
7. Volume of records on hand at end of fiscal year (cubic feet)				
8. Percentage of the records shown in 7 above which are scheduled for disposal (including general schedules formally adopted by the agency)				
9. Percentage of the records shown in 7 above which are considered as permanent records.				
10. Percentage of the records shown in 7 above which are not yet scheduled for disposal (item 8) nor considered as permanent records (item 9)				
11. DATE	13. SIGNATURE			
12. TITLE OF PERSON SIGNING REPORT				

INSTRUCTIONS

Records of an agency transferred to the General Services Administration in years prior to the fiscal year covered by the report will not be reported. Non-record material will be included in volume and percentage totals if agency practice calls for statistics on this class of material.

The term "Departmental" (column A) means the headquarters of the agency, as contrasted to the agency's field activities, if any, but excluding records centers as defined below.

The term "Field" (column B) means the agency's offices other than those included in the departmental headquarters and other than records centers as defined below.

"Agency Records Center" (column C) is described in GSA Regulation 3-IV-401.01 and 3-IV-401.03a.

NOTE: For purposes of this report, cubic feet may be calculated according to the following table of equivalents:

Letter sized filing cabinets (full but workable) - 1½ cu. ft. per drawer  
Legal sized filing cabinets (full but workable) - 2 cu. ft. per drawer  
Tabulating cards - 10,000 per cu. ft.  
3 x 5 Filing case (full but workable) - 1/10 cu. ft. per 12 inch drawer  
4 x 6 Filing case (full but workable) - 1/6 cu. ft. per 12 inch drawer  
5 x 8 Filing case (full but workable) - ¼ cu. ft. per 12 inch drawer  
Map cases and other outsized equipment - cubic measurement of inside of containers  
Adjustments for partially filled cabinets should be made.

Where exact figures can not be given, an estimate that is as nearly accurate as possible may be substituted. Where this is done the figure should be preceded by "Est." It is expected that items 8, 9, and 10 will be estimates.

